

# Stone Bay Montessori and Beach School



## Visitor Policy and Procedure

- Visitors to the School will only be admitted if they have a prior appointment.
- Strangers or visitors without an appointment must remain outside until the reason for the visit is ascertained by the manager.
- Every visitor is required to fill in all information and sign the visitor's form on the 'My Montessori Child' system.
- Date and time of entry and exit will be recorded alongside contact information.
- Visitors from organisations such as KCC or Schools are required to show ID before entering.
- Visitors must be made aware of our phone policy and asked to keep their phones inside their bag in the kitchen.
- Visitors aren't to be left to navigate the setting unaccompanied.
- Visitors must be given a compact safeguarding talk and notified of who the setting Designated Safeguarding Lead (DSL) is so that they can share any concerns during their visit.
- If the visitor requires the loo staff must ensure the toilet area isn't being used by any children before they enter and until the exit in order to safeguard the children and protect their privacy.