



Visitors/Contractors to Over the Rainbow

The following guidance is for visitors/contractors to Over the Rainbow.

Staff on maternity leave and former employees of Over the Rainbow fall within the category of visitors.

- No casual visitors are permitted apart for emergencies.
- All visitors/contractors are required to pre-book an appointment with a member of staff usually the Manager or Deputy Manager.
- These arrangements may need to be changed at short notice if circumstances dictate within the setting.
- All visitors/contractors must be asked for ID and must sign the Visitors Book showing their time of arrival and departure.
- All visitors/contractors must be accompanied by a member of staff at all times in all areas of the setting and will never be left alone with children.

Visitors are required to follow Over the Rainbow's Health and Safety, Mobile Phone and Smoking, Alcohol, Drugs and Vaping policies whilst on the premises. Copies of these policies will be available during the visit alongside a risk assessment for visitors/contractors inline with health and safety requirements.

This policy was adopted at a meeting of	Over the Rainbow
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	kprice
Name of Signatory:	Kelly Price
Role of Signatory:	Manager