

CHANDLERS CHATTERS PLAYGROUP/PRE-SCHOOL

Visitors and Volunteers

Welcome! Thank you for visiting/volunteering to help at our Playgroup today. As part of our procedures, and in order to protect the health and safety of the children in our care, it is the Group's duty to point out the following guidelines:

- If you or a family member are showing signs related to COVID – 19 for example continuous dry cough high temperature and/or loss or change to your sense of taste and smell you would be unable to carry out your visit.
- As a visitor/volunteer we will assume you have not been checked out by the Criminal Records Bureau and as such we would remind you that you should not have unsupervised access to any of the children other than your own. If you find yourself in the position where you are alone with any child/ren (even if he/she belongs to your wider family or is a family friend) we would ask you to remove yourself from the situation and call a member of staff immediately. We monitor the children closely at all times and would hope that this situation would not arise.
- In order to avoid accidents with hot drinks, we would appreciate it if you could drink your tea/coffee in the kitchen.
- The kitchen is a 'NO GO' area for all children.
- Please do not smoke on the premises – it is illegal. If you would like to smoke, please feel free to take your break in the courtyard outside the kitchen.
- **CONFIDENTIALITY: All matters regarding the children in this Group must be kept confidential and would therefore respectfully ask you not to discuss any child, or any matter arising during your visit, outside the Group.**
- If you need to leave the building through the front doors at any time please ask a member of staff to escort you – security is a priority at Playgroup and we need to be sure that the premises are secure and be aware of anyone entering or leaving the building at all times.
- Mobile phones **should not** be used in any area of the Playgroup that is used by the children i.e. playroom, outside play area and especially the toilets. We would request that you leave your phone in the kitchen along with all other staff and playgroup mobile phones. Should you wish to use your phone or take a call, please do so in the kitchen or courtyard.

Please sign and date the visitors' book to acknowledge that you have read and understood the above. If you have any questions, please do not hesitate to ask one of the Staff.

We hope you enjoy your visit.