



## COVID 19 Policy and Procedure for Visitors

The new Government guidelines state

**“PARENTS AND CARERS SHOULD NOT BE ALLOWED INTO THE SETTING UNLESS THIS IS ESSENTIAL, AND CHILDREN SHOULD BE DROPPED OFF AND COLLECTED AT THE DOOR IF POSSIBLE.”**

### **Children New to the setting**

Wingle-Tye will adhere to this policy. However, we understand starting a new Pre-School can be daunting for both you and your child and children may become upset. If this happens, we will work with you until their confidence has built up. Each child is an individual with different needs. As parents you will be supported by us.

We will gradually increase the time your child will be with us in the setting and ask that you bring them daily for a short while, until their confidence has grown enough for them to be left for the whole session.

If staff feel that your child will not settle and it is essential for a parent/carer to enter the setting we would require you to wear a face covering and only one parent would be able to stay at any one time.

### **External visitors**

The number of external visitors will be limited.

It may be necessary for our Area SENDCO or other professionals to visit an SEN child to observe them. Here we would ask that social distancing is followed as much as is practicable and that a face covering is worn. Any discussions about our children can be conducted virtually or via the telephone. This would include speaking to parents.

Other visitors, such as, members from the Local Library or Christmas entertainers have been suspended for the time being.

Parents who wish to visit the setting prior to putting down their children's names will be asked to attend at 3.15 pm, once our children have left. Such parents will have the opportunity to see how the setting works on specific induction days nearer the time that their children would be starting with us.

Any maintenance work which is required at the setting will be carried out at the end of the day or at weekends.