



Visitors and Contractors to The PlayDen

The following guidance is for visitors/contractors to The PlayDen.

Staff on maternity leave and former employees of The PlayDen fall within the category of visitors.

- No casual visitors/contractors 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 sign the Visitors Book showing their time of arrival and departure and provide ID
- All visitors/contractors must be accompanied by a member of staff at all times in all areas of the setting

Visitors/Contractors are required to follow The PlayDen's Health and Safety, Mobile Phone and Smoking, Alcohol, Drugs and Vaping policies whilst on the premises. Visitors and Contractors will be provided with the above policies where possible before their visit or during. In line with health and safety requirements the visitor/contractor risk assessment will be shared on arrival.

This policy was adopted at a meeting of	The PlayDen
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager