



VISITORS

All visitors to Boscastle Playschool are required to sign in the visitor's book, which is kept in reception, on arrival and sign out on departure.

All tradespersons and official visitors are required to produce identification, which is recorded in the visitor's book, and are instructed to leave their mobile phones or any photographic device in a designated box in the kitchen area, which is then returned when they leave.

This policy was adopted at a
meeting of

Held on

Date to be reviewed

Name of review person
