



## **Visitors in Setting**

### **Policy Statement**

**All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the nursery, the nursery representative must point out fire procedures.**

**All visitors should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Nursery Manager.**

### **Security**

An intercom system is in use at the Nursery gate to determine the visitor and reason for entry. Staff must check the identity of any visitors they do not recognise before allowing them into the main building.

Visitors to the nursery must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building. The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable DBS checks and not left alone in any area that children may use.

All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander. Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery

The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

### **Nursery Visits**

As part of our commitment to ensuring parents are supported in their choice of childcare provision we offer guided tours of the Nursery. The tour will be conducted by a senior member of staff. All visitors will sign in to the visitors book and must show a valid ID. Visitors will not be left unsupervised at any point throughout the visit. All guided tours are offered on a prior arranged appointment system. No visits will be offered without prior arrangement.

***All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.***