



Supervision of Visitors

The front door is to be kept locked at all times. A nominated member of staff will open the door to visitors throughout the day to ensure that the nursery building remains secure at all times.

On arrival at the nursery a member of staff will request identification from all visitors this will then be checked and verified. Entry will be refused if they are unsure about them.

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 manager must point out fire procedures.

The nursery will not leave any child in a room alone with a visitor, nor would it allow any visitors to take children to the toilet or change their nappies.

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 manager.

Visitor Records

It is the responsibility of the Senior Managers to maintain proper visitor records. Visitor records are to be retained for a period of one year.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. 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. All internal doors and gates must be kept closed to ensure children are not able to access unauthorised spaces
- 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.

Visitor Categories

For the purpose of this policy, persons entering (or seeking to enter) the Nursery are categorised into one of seven groups:

Staff Members

These include all of the nursery staff team, as stated in the Organisational Structure

Children Attending the Nursery

Children whose parents or guardians have contracted the Nursery to provide childcare facilities and services.

This policy was adopted on	Signed on behalf of the nursery	Date to be reviewed
<i>August 2016</i>	<i>Adele Stone</i>	<i>August 2017</i>



Parents/Carers of Children Attending the Nursery

Those parents or guardians who have contracted the Nursery to provide childcare facilities and services.

Prospective Clients

Those parents or guardians viewing the nursery premises prior to child placement.

Governmental & Council Officials

Those persons with authority to enter the premises on official business.

Third Party Contractors

These persons have 'bona fide' business to conduct with the Nursery or its employees. This group would include maintenance staff (electricians & plumbers), delivery vehicles, suppliers and professional persons.

Members of the Public

All other personnel visiting the site are included in this category.

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<i>August 2016</i>	<i>Adele Stone</i>	<i>August 2017</i>