



Door/Visitors Policy

At Stepping Stones nursery we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smart watches where applicable.

- Students or apprentices are not allowed to open the door or operate the door entry system.
 - Members of staff must be employed for a minimum of 6 months before they are allowed to open the door or operate the door entry system.
 - Staff opening the door or operating the entry system must do so only if they are familiar with the person who is at the door.
 - Parents/Carers MUST NOT allow anyone to enter the building when they come into the nursery or are leaving the nursery. Everyone must close the door immediately after themselves ensuring that no one else gains entry.
 - Viewings will be by appointment only, a name, number & address must be provided when booking, Parents MUST BE advised to bring along proof of ID when attending to confirm who they are e.g. driving licence or an up to date passport of the parent that is attending. On their arrival the parents must not enter the building until Management has checked their ID first.
 - A member of staff must ensure they have obtained the purpose of the visit and have seen proof of identification prior to allowing visitors into the nursery.
 - Any unknown person arriving at the nursery without a prior appointment MUST NOT be allowed to enter the nursery. The only exception to this is in the case of an ofsted inspector or the police arriving. In this instance you must ensure ID has been seen.
 - All visitors MUST be signed into the visitor's book which is situated within the office.
 - Mobile phones and any other recording devices must be left within the office.
 - Visitors such as those just coming to check gas, electricity etc MUST be supervised at all times whilst they carry out their task and then escort them back to the main door to ensure their exit.
1. Check visitors have relevant ID and check that they have an appointment. *(In the case of OFSTED and the police you must let them enter the building once ID has been verified, with all others you must verify an appointment first.)*
 2. Please ensure the visitor's sign into the visitor's book. Take the visitors mobile phone/smart watches from them.
 3. Either leave the visitor with management or escort them to the person they are due to see.

This policy was adopted on	Signed on behalf of the nursery	Date to be reviewed
August 2017	Adele Stone	August 2018