



Supervision of Visitors Policy



There are many reasons why we may have visitors to our nursery, including (but not limited to) prospective parents, prospective staff members, other professionals, e.g. physiotherapists, people in the community that may come to talk to the children (e.g. librarians), contractors to complete work etc.

To ensure that visitors are properly identified and supervised we follow the procedure below:

- Where applicable, and for the most part, visitors will book in advance, so arrangements can be made to accompany them. This ensures that most visitors are expected and planned for.
- The identity is checked of any visitors attending in a professional capacity, e.g. Ofsted inspectors, speech and language therapists.
- Visitors must sign the visitors' book on arrival and departure.
- Visitors are informed of relevant safeguarding procedures including mobile phone and electronic device use policy.
- A member of staff will accompany visitors in the nursery at all times while in the building
- Visitor will not be left alone with a child unless under specific circumstances arranged previously with the manager. (For example: Identified medical professionals or therapists working with specific children.)
- If it is not practical for a member of the nursery team to accompany the visitor at all times, (for example: If urgent maintenance work is taking place such as fixing a blocked drain or toilet) the team will make arrangements so that the children do not use the area where the visitor is working, thus simultaneously allowing the visitor to carry out their work and safeguarding the children.

Security of premises

- 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 leave the nursery unattended
- Staff, parents, visitors and students are reminded not to hold doors open or 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. The police may be called in these circumstances.

