

SUPERVISION OF VISITORS POLICY



SEPTEMBER 2020

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>10th February 2020</i>	<i>L Jessiman</i>	<i>September 2022</i>
<i>Reviewed September 2022</i>	<i>L Jessiman</i>	<i>September 2024</i>

EVELINE DAY NURSERIES

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Supervision of Visitors

At the Eveline Day Nurseries Ltd 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.

Visitors may include prospective parents, other professionals e.g. local authority workers, Ofsted inspectors, people in the community that may come and talk to the children (e.g. librarians), contractors to complete work, deliveries etc.

Where applicable we ask visitors to book in advance, so arrangements can be made to accompany them. The identity is checked for any visitors attending in a professional capacity e.g. Ofsted inspectors, speech and language therapists etc.

All visitors are informed of any relevant policies including the Fire safety procedures and mobile phone and electronic device use policy including the use of smartwatches.

We give each visitor a visitor's badge to wear to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times whilst they are in the building; at no time should a visitor be left alone with the child unless under specific circumstances arrange previously with the manager.

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.