



Visitors Policy

In Henshaw Nursery Safeguarding children is paramount therefore all visitors must sign the Visitor's Book on arrival and departure. All visitors must wear a visitor's badge which states safeguarding information on the reverse side.

If a visitor is more than an hour in the nursery, the Nursery Manager or Fire Safety Officer must point out fire procedures. 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.

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 and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

Parent/carer(s), 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 parent/carer(s) entry to the nursery.

The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors towards others, e.g. children, staff members and parent/carer(s).

Visitor's Personal Belongings.

All staff at Henshaw Nursery keep their mobile phones locked away during working hours, and know that a phone including a camera are never allowed in a room where children are present, and we feel that it is as important to visitors too. Visitors belongings are kept in the Managers locked office or the locked nursery cupboard.

We understand that for reasons out of our control that you may need to keep your phone with you at all times. With this in mind we would still like to regulate this policy to our best ability. We therefore ask that you keep your phone (on silent) in your pocket at all times and exit the room to take any phone calls needed.

This policy was adopted by	Henshaw Nursery	<i>(name of provider)</i>
On	<u>06/12/2016</u>	<i>(date)</i>
Date to be reviewed	<u>December 2017</u>	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	