

Mrs Bonds Village Nursery

Visitors Policy

Aim

To ensure all visitors to the site are authorized, safe and recorded. This is to maintain the safety of children within the setting

Methods

- Mrs Bonds Village Nursery will ensure that names of all visitors on site are recorded for emergency, insurance, and registration purposes. These will be recorded in the visitors book or the diary.
- All visitors are valued for whatever reason, but the children are our priority and must come first.
- All visitors will be welcomed and their enquiries dealt with as soon as possible.
- Children and parents are welcome to visit us prior to joining the setting during an pre-arranged show around.
- No visitor will be left alone with children or allowed in the toilet area.
- Whenever possible visitors should make an appointment to visit the setting and this recorded in the nursery diary.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- Visitors will be made aware of our no mobile phone policy and will be asked to leave their phones in the office or their car.
- The fire evacuation procedure and confidentiality policy will be explained to visitors upon entry to the premises.
- Parents, visitors and students are not allowed to open the main door to any person, whether they know this person or not. Qualified Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery. A Qualified member of staff will also see the visitors out of the building, ensuring the door is secured after they have left.
- If a visitor calls unannounced; Ask for identification, who they wish to see and request the purpose of their visit. The visitor should be asked to wait at the door until the staff member has confirmed with the Management Team that the visitor can be allowed to enter the Nursery. In all cases, ensure that the visitor's book has been signed and procedures explained.
- NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. Please see out Zero Tolerance Policy

Policy reviewed 03.10.2023