

LITTLE FIRS DAY NURSERY



74. Supervision of Visitors Policy & Procedure

At Little Firs we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the nursery are properly identified and always 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 to 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 of any visitors attending in a professional capacity e.g. Ofsted inspectors, speech and language therapists.

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 and other devices capable of recording or sharing audio and/or images, e.g. smart (camera) glasses.

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 while 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 of Premises

- All external doors must be kept always locked 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.

| Date of Review: | This Policy was adopted on: | Signed on behalf of the Nursery committee: | Date of Next Review: |
|------------------------|-------------------------------------|---|-----------------------------|
| January 2025. | 1st February 2025 | | August 2025. |