



Visitors Policy:

All visitors must sign the Visitor's Book on arrival to acknowledge they accept the rules for visitors posted in the book. A copy of rules for visitors can be found in the appendix. All visitors must also sign the book on their departure.

On arrival at the nursery the person meeting the visitor will point out that in case of fire the visitor must leave the building by the nearest exit and proceed to the fire assembly point and remain there until staff have recorded that they are out of the building.

A member of staff must accompany visitors in the nursery at all times whilst in the building. The manager must ensure that all contractors accessing the nursery whilst children are present are not left alone in any area that children may use. Contractors no longer have to be DBS checked therefore it is our policy that work is carried out when children are not on the premises, where possible.

Security

Staff will check the identity of any visitors they do not recognise before allowing them into the nursery. Visitors to the nursery must be recorded in the visitor book and accompanied by a member of staff at all times whilst in the building.

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