



Visitor Procedure

- Visitors to the nursery will be by appointment to ensure adequate deployment of staff.
- Visitors will be requested to sign in and out using the Visitors book in the hallway.
- Visitors to the nursery will not be left unattended but accompanied by a member of staff throughout their visit.
- Students on short term placements are treated as visitors and as such are supervised whilst in the setting.
- I.D. will be requested from unfamiliar/unexpected visitors.
- Visitors will be made aware of the nursery policy regarding the use of mobile phones and fire evacuation procedures.