



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737 | www.thebutterfly-rooms.com

NEW VISITOR SAFEGUARDING PROCEDURES

Every Visitor Verified. Every Child Protected.

At The Butterfly Rooms the safety, wellbeing, privacy and dignity of every child is our highest priority.

To strengthen our safeguarding practices, all visitors and prospective parents attending a tour must follow the procedures below:

PHOTO ID REQUIRED:

All visitors must present valid photographic identification upon arrival.

Acceptable forms of ID include:

- Passport
- Driving Licence
- Government-issued Photo ID

Access may be refused if identification cannot be verified.

NO PHONES OR SMART DEVICES

To protect children's privacy:

Mobile phones must be switched off before entering the nursery.

Smart watches with cameras or recording capabilities must be removed.

Tablets, cameras and other recording devices are not permitted.

All devices will be stored securely in a locked cabinet and returned following the tour.

NO PHOTOGRAPHY OR RECORDING

Photography, video recording, live streaming and audio recording are strictly prohibited within the nursery.

This helps protect:

- Children's identities
- Family privacy

- Confidential information
- Staff privacy

VISITOR SIGN-IN PROCEDURE

All visitors must:

- Sign in on arrival
- Sign out before leaving

STAFF-ESCORTED TOURS ONLY

- Visitors must remain with a member of staff at all times.
- Unauthorised access to rooms, outdoor areas, offices, kitchens, toilets or changing areas is prohibited.

CHILDREN'S PRIVACY & DIGNITY

Visitors will not be permitted access to:

- Toileting areas whilst in use
- Nappy changing areas whilst in use
- Areas where intimate care is being provided

Our children's dignity and privacy must always be respected.

BAGS & PERSONAL BELONGINGS

Large bags may be stored securely during your visit.

Personal belongings should remain with visitors unless advised otherwise by staff.

CONFIDENTIALITY

While visiting our nursery you may see displays, learning environments and nursery activities.

Visitors must not:

- Share information about children
- Discuss children outside the setting
- Record or copy confidential information

Respect the privacy of all children, families and staff.

SECURITY AWARENESS

Please help us keep our nursery secure.

- Do not allow unknown individuals to enter behind you.
- Report any security concerns to a member of staff immediately.
- Follow staff instructions at all times.

HEALTH & ILLNESS

If you are feeling unwell, or have experienced sickness, diarrhoea or symptoms of an infectious illness within the last 48 hours, please rearrange your visit.

EMERGENCY PROCEDURES

In the event of:

 Fire Alarm

 Lockdown

 Medical Emergency

Please follow staff instructions immediately.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Our staff have a duty to challenge any unknown person on site.

Please do not be offended if you are asked to show identification or clarify your purpose for visiting.

WHY ARE WE INTRODUCING THESE CHANGES?

These measures help us to:

- Protect children from unauthorised photography
- Maintain confidentiality
- Strengthen site security
- Safeguard children, families and staff
- Promote a culture of vigilance and child protection
- Ensure every child feels safe, secure and respected

Thank you for supporting our enhanced safeguarding procedures.

Together we can create a safe, secure and nurturing environment where every child can thrive.

EVERY VISITOR VERIFIED • EVERY CHILD PROTECTED!