

Early Days Nursery School Ltd

Supervision of Visitors Policy

EYFS: 3.63

At Early Days Nursery School Ltd, 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 supervised at all times.

All visitors must sign the visitors' book on arrival and departure. Visitors may include prospective parent/carers, 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.

Visitors are booked a time in advance, so arrangements can be made to accompany them. 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 evacuation procedure and use of mobile phone, camera and other recording devices policy including smartwatches and who is the Safeguarding Lead, if they have any safeguarding concerns.

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 always accompany visitors in the nursery and while on the premises; at no time should a visitor be left alone with a child.

Security

- Staff must check the identity of any visitors before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building.
- All external doors must be kept locked, unless allowing for free flow supervised access to the outdoor classrooms, and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave their nursery area unattended with the expectation of the pre-school children being able to take themselves to the toilets within the corridor.
- 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.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|---|------------------------|
| <i>13th June 2022</i> | <i>Gina Chamberlain and Tracey Webb</i> | <i>June 2023</i> |