

# Horizon Nursery Visitors Policy



*Updated: March 2020  
Ratified: April 2020*





# NURSERY VISITORS POLICY

## CONTENTS

**Section 1 Introduction/Purpose 3**

**Section 2 Aim of the Policy 4**

**Section 3 Roles and Responsibilities 4**

## Section 1 Introduction/Purpose

The purpose of the policy is to ensure that children's safety and security is always a priority when any visitors are on the Nursery site.

Signed

\_\_\_\_\_  
(Principal / Nursery Representative)

Date:

Signed:

\_\_\_\_\_  
(Chairperson of the Governing Body)

Date:

## Section 2 Aim of the Policy

Aims:

- Ensure that all visitors to the Nursery follow the guidelines set out in this policy
- Ensure no visitor is left alone with a child or children other than their own

## Section 3 Role and Responsibilities

**Parents/Carers are asked:**

- Not to use personal mobile phones for any purpose within the Nursery and surrounding areas (if children are outside) unless permission is granted by the Nursery Manager
- To report to the Nursery Manager anyone on the Nursery site acting suspiciously

**Visitors to the Nursery will:**

- Report to reception, where staff will check the identity of the visitor and issue a visitor badge which must be worn throughout the visit
- Keep their belongings with them during the visit and mobile telephones must be kept out of sight
- Remain with a member of staff at all time and never be left alone in a room where children are present
- Sign out and return visitor badges to reception when leaving the site
- Ensure that the gates are closed and secured upon leaving the site

**Nursery will:**

- Ensure all visitors are aware of the rules regarding the use of personal mobile phones and personal photographic equipment on the Nursery site
- Ensure all visitors to the Nursery sign in at reception, where their identity will be checked prior to entry to the building

- Provide all visitors with a visitor badge to be worn whilst on site and ensure they are accompanied and are never left alone with the children
- Ensure all external professionals/maintenance contractors book an appointment in advance detailing the purpose of the visit and the number of people attending. Where this has not been possible, the Nursery Manager may need to verify the identity of the visitor and the purpose of the visit with the employer to enable appropriate safeguarding of children
- Ensure visitors have signed out and have returned visitor badges before exiting the Nursery