Visitors Policy

This policy is in place to ensure the safety of all children, staff and visitors to the nursery. Any staff that greet potential visitors are to be aware of our visitors policy, ensuring it is followed and reporting to the Nursery Manager in the first instance.

*All visitors should have a previously arranged appointment*

**Process:**

1. Upon arrival, and before being welcomed into the setting relevant ID’s / passwords should be checked and the reason for their visit/ individual visiting to be clarified.
2. Once within the setting visitors are to be directed to our Visitor register, completing relevant information such as: Date, time, name, ID, reason for visit etc
3. Visitors are then to be made aware of relevant policies, eg: Safeguarding, no phone policy, nut free nursery, fire evacuation route and lockdown procedure.
4. Member of staff is then to notify relevant individual of visitors attendance, whilst also notifying management. Visitors are not to be left alone at any time.
5. Before departure, visitors are to sign out in the same register, including time leaving.

**Monitoring:** Manager is to review Visitor register daily to ensure all relevant information has been recorded.

**Documentation for reference:**

* Working Together to Safeguard Children 2018
* Keeping Children Safe in Education 2021