



## Supervision of Visitors

EYFS: 3.62

The Village Nursery Group always aim to protect the children in our care. This includes making sure any visitors to the nursery are properly identified and supervised. Any fingerprint holder (including parents) has a responsibility to safeguard children when they bring authorised visitors into the setting also.

### Security Procedure

- Where registered fingerprint holders (eg parent) wishes to bring a visitor to nursery, they must ring ahead and arrange consent from the Manager or Assistant Manager prior to arrival.
- Upon arrival, the parent with visitor must ring the bell and wait for a staff member to allow entry to the building.
- All visitors must sign the visitors' book on arrival and departure.
- Visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists.
- All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery always while in the building. At no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.
- Where a visitor is accompanying a parent, the visitor must be able to state who brought them and what child they are collecting.
- Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smart watches where applicable.
- 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



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- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.
- All the above security procedures apply to visitors who are viewing nursery with a view to booking a place for their child.

<b>This policy was reviewed on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
2/7/18 Following review of safeguarding procedures  Dec 18		Jan 2020