

50 Visitors Policy

From time to time we will have visitors to the nursery for many reasons ranging from NVQ Assessors to Family Services Advisors. This section is to ensure the safety of the children as well as the staff remains a priority at all times regarding visitors.

Any visitors to the nursery can only gain access via the security-controlled front door, which can only be operated by a member of staff, it is our policy that only senior management open the door to known parents as well as strangers. When children have access to the garden the garden gate will be bolted from the inside as well as at the top so that nobody can gain access to the garden without a member of staff granting entry. All staff will be made aware of this policy.

They must state what the purpose of the visit is or whom they are coming to see and provide identification, this identification should be validated if a member of staff is at all unsure, this should be done by telephoning the department they represent to confirm their visit. **It is better to be safe and sure than to be at risk.**

All visitors to Sticky Fingers Day Care Nursery will sign the 'visitor's book' on arrival and departure.

They must sign into the visitor's book as soon as they arrive and be escorted to the appropriate room by a qualified member of staff. They must be supervised at all times by a member of staff. Before leaving the premises visitors must first inform a member of staff and sign out.

The 'visitor's book' can be found in the office and visitors are required to provide the following information:

- The time/departure of the visitor
- Purpose of visit
- Vehicle registration
- A signature

Any visitor that is intending to stay at the nursery for any length of time will be given a 'Visitors Information Sheet', which gives details about things that they may need to know whilst they are on the premises e.g. where to put their coat and handbag.

Under **no** circumstances is any visitor allowed to leave with a child unless they are the approved person who has authority from the child's parent to collect a child.