

# Visitor Policy

## Statement of intent

This setting believes that the safety of the children and staff in our setting is of paramount importance. As such we ensure that appropriate procedures are in place with regard to visitors to the setting.

## Aims

The aim of this policy is to inform practitioners and parent/carers of the procedures to take in the event of a person or persons visiting the setting. All practitioners must be aware that it is their priority to maintain the safety of any child/ren in their care as well as their own safety and to protect the setting's environment and equipment while still providing a welcoming environment for visitors.

Parents / carers dropping off or collecting children are not counted as visitors.

## Methods

A visitor is an individual who is not a member of nursery staff (either employed or voluntary) who is on the nursery premises visiting either the setting or a member of staff (personal visit).

This policy provides a means of dealing with either situation.

Designated areas include;

- All play rooms
- Kitchen
- Garden / Outside Area
- Children's toilet area

All visitors to the setting **MUST** enter by the main church entrance. A member of staff must escort them to the office area and ensure their details are entered in the visitors' book before progressing further into the setting.

The visitors' book requires the following information;

- Date
- Name
- Car Registration
- Representing (ie parent visit / company name etc)
- To See (individual name / whole setting etc)
- Time In
- Time Out

All visitors **MUST** be reminded at this stage that mobile phones / cameras etc **MUST NOT** be used within the designated areas. If a visitor needs to take a call they **MUST** move to either the office area or church foyer.

All staff should be vigilant and remind visitors seen using a mobile phone within these areas that this behaviour is inappropriate, in breach of our Safeguarding Policies and they must leave the designated areas or end the call immediately.

All visitors should **NOT** be left unattended at any time in any of the designated areas.

Any person coming to nursery to visit a member of staff as a personal visit (family member etc) must wait in the office area or foyer until the staff member comes to them. Staff members **MUST** ensure their room is still within staff/child ratios. Visits of this nature should continue away from the previously designated areas.

**Please be aware these visits should only be in exceptional circumstances.**



Signed : *Steve Catley*

Date : Reviewed September 2016

- Page 1 of 1 -

Visitor Policy  
© Plume Avenue Nursery

Policy ID : 1.2.5