

VISITOR POLICY

This policy links to:

The Early Years Foundation Stage (DfE 2017) Statutory Framework – Setting the standards for learning, development and care for children from birth to five.

Other Centre policies: Safeguarding Children Mobile Phone

1. ENTRANCE ONTO PREMISES

- 1.1. The Car Park entrance leading onto the premises is accessible at all times.

2. FRONT DOOR

- 2.1. All visitors are directed to the main front door.

3. VISITORS' BOOK

- 3.1. All Visitors sign in and out and complete all parts of the Visitors' Book.
- 3.2. Unexpected or unknown visitors may be asked to make an appointment at another time.
- 3.3. Unknown visitors may be asked to produce some form of Photographic ID to gain entry to the centre.
- 3.4. Visitors Badges are allocated to ALL visitors.

4. DOORS

- 4.1. Staff, parents and visitors ring the doorbell, which is opened by staff (and on Saturdays, designated members of staff).

5. VISITS BY PROSPECTIVE PARENTS

- 5.1. Parents give their name, [and child's name and DOB] address, home and mobile phone numbers and email address.
- 5.2. Appointments are made for 'Show Around' although spontaneous ones are given in special circumstances
- 5.3. Prospective parents are asked to bring some form of Photographic ID with them when they visit the Centre.
- 5.4. The nursery reserves the right to refuse entry to any persons for any reason whatsoever should they have any cause for concern or suspicion with regard to their reason for the visit.

6. VISITS BY OTHER PEOPLE

- 6.1. Enquiries from any other Visitors may need to be authenticated prior to entering the Centre.
- 6.2. Any offer of FREE performances e.g. Musicians, Theatre Companies or Displays e.g. Book., are stringently checked and full references obtained prior to any appointment being made.
- 6.3. Work Experience Pupils or Visiting University Students' Details are received from their Secondary School or University Institution and their identity is confirmed upon their arrival on the first morning.
- 6.4. Prospective employees are required to complete a Staff Application Form and may be asked to bring with them photographic ID when they attend for their first Interview.



7. ALL VISITORS

- 7.1. Visitor Appointments are included in the Weekly Diary so staff are aware of who is expected on the premises.
- 7.2. Appointments for authenticated Visitors e.g. Tradesmen, outside Agencies, the L.A., other Settings etc. are recorded in the Centre Diary, together with details of their reason for visiting.
- 7.3. **Visitors are accompanied at all times when on the Centre premises and NEVER left alone with a child.**

8. MOBILE PHONES

- 8.1. In support of our Child Protection Policy **all Visitors are prompted by a displayed Notice informing them that Mobile Phones and Cameras may not be used by visitors without the express permission of the Senior Management Team.**
- 8.2. Should Visitors produce their mobiles they will politely be asked to put them away.

9. BEHAVIOUR EXPECTATIONS

- 9.1 Visitors should demonstrate in their own behaviour that all members of the Centre staff should be treated with respect.
- 9.2 The Centre will not tolerate: disruptive behaviour (either verbal or physical); loud or offensive language; the displaying of temper; threatening any member of staff, parent, or child in our care with actual bodily harm; the use of abusive or threatening emails/texts/telephone messages; defamatory or derogatory remarks regarding the Centre or any of the children/parents or staff members; disclosure of private communications or conversations; bringing the Centre into disrepute; behaving in an intimidating manner; chastising another person's child; smoking or consuming alcohol or drugs on school property.
- 9.3 If any of the above behaviours occur, the Centre may ban the offending adult from entering the Centre's grounds.
- 9.4 The decision of the Senior Management Team is final.

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