

Egerton Nursery & out of School Club

Supervision of Visitors Policy



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EYFS: 3.62

Document History	
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Version History

Version	Date	Changes
1	18/02/2021	New Policy
2	02/05/2022	See highlighted

List of Abbreviations Used

Ofsted	The Office for Standards in Education
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Supervision of Visitors

At **Egerton Nursery and Out of School Club** we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

- All visitors must sign the visitors' book on arrival and departure.
- Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists.
- Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

In addition, visitors need to inform the setting of any special requests prior to visiting. This may include any needs.

- On arrival visitors will be informed of any housekeeping and planned fire drills, this will allow any arrangements to be put in to place.
- Any Visitor should be prior booked in and in the diary for all staff members to be aware of, any visitor should be authorised by the Manager first.
- 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 at all times 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.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main **setting**.
- Visitors to the **setting** must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students/children are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the **setting** should be the only people allowing external visitors and parents entry to the **setting**
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

This policy was adopted on	Signed on behalf of the nursery	Date for review
18.02.2021		05/05/2023