

Supervision of Visitors policy

At Smithfield House Children's Nursery, we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the nursery are properly identified and always supervised.

All visitors must sign the visitors' book on arrival and departure.

Visitors may include prospective parent/carers, other professionals e.g., local authority workers, Ofsted inspectors, people in the community that may come to talk to the children e.g., librarians, contractors to complete work, deliveries etc.

Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them. Identity is checked of any visitors attending in a professional capacity e.g., Ofsted inspectors, speech and language therapists.

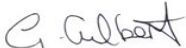
All visitors are informed of any relevant policies including the fire evacuation procedure and Mobile phone and electronic device policy including the use of smartwatches.

We give each visitor a visitor's badge to wear to identify themselves to staff and parents within the nursery. A member of staff must always accompany visitors in the nursery 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 before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and always accompanied by a member of staff while in the building
- All external doors must always be kept locked. All internal doors must be kept closed to ensure children are not able to leave the nursery unattended.
- Staff, 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

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
October 2024		Annually - unless changes to legislation