

# Visitor Policy



*"Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors." Page 28 of the Statutory Framework for the EYFS 2014 (3.62)*

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the nursery, the nursery manager must point out fire procedures.

A member of staff must accompany visitors in the nursery at all times whilst 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 nursery.
- Visitors to the nursery must be recorded in the Visitor's Book.
- The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable DBS checks and are not left alone in any area that children may use.
- 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.
- Parent/carer(s), visitors and students are reminded not to 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 parent/carer(s) 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 parent/carer(s).

## Visitor's Personal Belongings

At Grass Roots we pride ourselves on our outstanding safeguarding and child protection policy. All staff at Grass Roots keep their mobile phones locked away during working hours, and know that a phone including a camera is never allowed in a room where children are present, and we feel that it is as important to visitors too.

We understand that for reasons out of our control that you may need to keep your phone with you at all times, with this in mind we would still like to regulate this policy to our best ability, we therefore ask that you keep it in your pocket at all times and exit the room to take any phone calls needed. \*see also Mobile Phone Policy