



### **Visitors**

Parent/carer visitors are welcome at the nursery. However, no visitor will be left unsupervised, at any time.

People who come to the nursery for reasons other than visiting as a perspective parent/carer must be pre-arranged and ID checked on arrival to the nursery.

If someone arrives unplanned they must be asked to wait outside whilst a senior member of staff is contacted. The senior member of staff will speak with the visitor and take the most appropriate action.

If at any time any staff member is worried about the safety of the children or staff, the police will be contacted by calling 999 without hesitation.

There are clear signs in place around the nursery grounds stating “No Entry” signs. All visitors and parents are asked to adhere to these.

The identity of all visitors to the nursery must be checked. They should sign in and out in the visitor’s book on arrival and departure.

If for any reason the identity checks cause concern, the senior staff member should take appropriate action and either contact the company/organisation this visitor states they are from and/or call the police on 999 if necessary.

Any unauthorised persons on the nursery grounds will be challenged by a member of staff or reported to management immediately. If any staff member feels that a person is acting suspiciously then the lock-down procedure will be followed, until the all clear is given by a member of the management team.