

# **Smallville Nursery Visitor Policy 2022**

**Revised March 2023**

## Smallville Nursery Visitor Policy 2022

Smallville Nursery happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

Nursery Manager, Kelly Hall or in her absence, the deputy manager Victoria East have the authority to determine which visits are to be permitted.

For the purpose of this policy we define visitors as being all those on the Nursery premises who are not employed by Smallville Nursery, and are not parents/grandparents or guardians accompanying children to and from nursery.

- Parents and visitors have to ring the doorbell for entry.
- Only key staff admit known parents/carers into the building.
- Any person found unexpectedly on the premises must be challenged and not left alone at any time.
- All visitor Representatives/sales people, maintenance workers etc. will only be allowed in to the nursery if they have made an appointment or are from a bona fide organisation or business.
- All visitors, including contractors, are asked to sign the visitor's book on arrival and are then escorted to the member of staff or child they are visiting. The member of staff accepting the visitor is responsible for their visitor(s) and must escort them around the nursery at all times. Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises.

All visitors must be reminded of the following rules:

The use of inappropriate language whilst on nursery premises is strictly forbidden. Smoking is strictly prohibited anywhere on the Nursery site, at any time.

Visitors must move quietly and safely around the nursery.

Visitors must respect the nursery and its properties.

Visitors must not wander around the nursery unescorted.

Visitors must not use their mobile phones when children are present.

Visitors must sign in on arrival and out when leaving nursery.

Visitors are to use the staff toilet facilities only. In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting.

Smallville Nursery reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

All visitors have to sign in and out and wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the nursery. The Nursery Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

***During the COVID-19 pandemic all Handovers will be completed at the door, all children will be given drop off and collection times to ensure social distancing can be followed. Parents / carers or visitors are currently not permitted to enter the premises unless authorised to do so by Nursery management,***