



VISITORS POLICY

EYFS: 3.63

For the purpose of this document the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians.

At **Little Learners**, we take all reasonable steps to ensure the safety of children in our care.

Visitors may include

- prospective parents visiting the setting
- other professionals e.g. local authority workers, Ofsted inspectors, teachers
- external curriculum providers e.g. Forest School teachers, sports or arts professionals
- people in the community that may come to talk to the children e.g. librarians
- contractors to complete work, make deliveries etc.

Security measures

- Where applicable, we ask visitors to notify us in advance, so arrangements can be made to accompany them. The identity is checked of any visitors attending in a professional capacity e.g. Ofsted inspectors, speech and language therapists etc.
- On or prior to arrival, all visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera, smart watch and other recording devices policies
- We have a notice board, displaying a poster, intended for parents, with details of how to contact Ofsted with any comments. This is situated in the entrance area where all visitors will wait to be admitted into the setting.
- Access to the setting is only via a smart doorbell at the main entrance to the building
- Staff must check the identity of any visitors before allowing them into the main nursery area.
- Visitors to the nursery must be recorded in the Visitors' Book, with details of arrival/departure, and accompanied by a member of staff at all times while in the building
- All visitors, if entering the areas where children are situated, must wear a visitor badge (provided by us) for the duration of their visit.
- If a designated adult is collecting a child, they will be required to give staff the individual safe word previously provided by the child's parent
- Visitors will never be left alone with a child unless under specific circumstances arranged previously with the Manager (e.g. in the case of a child receiving external support or therapy)
- The main door to the building is kept open on a Tuesday, Wednesday and Friday afternoon, as there is a public library held in another part of the building. At all other times the main door is locked. In any event, there is a further alarmed door between the main door and the entrance to Little Learners which would alert our staff if an attempt was made to open it.
- Staff, parents, visitors and volunteers 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

This policy was adopted on	Signed on behalf of the nursery	Date for review
19 th April 2024		19 th April 2025