



Visitor Policy

Reviewed: September 2019
Date for review: September 2021

Aim:

Safeguarding is paramount at Rainbow Day Nurseries. We have a number of visitors during the day and in order to ensure the children's safety the following procedure must be followed:

PROCEDURE:

- Only staff members can answer the door and let parents in. Following the Children's arrivals and departures policy and procedures Parents, visitors and students are not to allow entry to any person, whether they know this person or not.
- Staff must check the identity of any visitors by asking who is at the door (if the parent does not say.) BEFORE allowing them in over the entry phone system.
- If there is a visitor to the nursery the staff member is to phone the manager to let them know the visitor has arrived they can only be let into the building if your room has a free staff member to stay with the visitor in the hallway. Then the following procedure must be followed by the member of staff that opens the door:
 - If the visitor is from an outside agency, then you must ask to see their I.D.
 - All visitors must sign the Visitors' Book on arrival and departure and be made aware of the fire procedures and the use of mobile phones.
 - A member of staff must accompany visitors in the nursery at all times 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, for example tutors, contractors etc. However, they must speak to a member of staff if they need to exit and re-enter the building.
- We ask that visitors wait until they have been let in by a member of staff even if someone has entered the nursery and the door remains open.

Security

- All external doors must always be kept locked and external gates closed.
- All internal doors and gates must be kept closed to ensure children are not able to leave the area unaccompanied
- The nursery will under no circumstances, tolerate any form of harassment from third parties, towards others, including children, staff members and parents/carers.

This policy cross references to:

- Children's arrivals and departures policy
- Health and safety policy



Visitor Policy including Covid-19

Reviewed: May 2020

Date for review: Ongoing during Covid-19 pandemic

Safeguarding is paramount at Rainbow Day Nurseries. Whilst the nursery is adjusting to the current pandemic visitors will be limited into the setting. Only necessary bodies will be within the nursery setting. If we need essential works carried out, we will ensure that those carrying out the works are aware of the current procedures in place. We will ensure that they are correctly following the procedures and where possible empty the needed room to ensure the children and staff are not in contact.

- Parents and visitors will not be ringing the nursery door using the intercom system. If you arrive at the nursery and the designated member of staff is not present on the door, please call the managers line. Students will not be permitted into the nursery at this current time.

If under essential reasons a visit has been arranged the following procedure will apply –

- Before entry of the nursery the visitors ID will be checked
- The visitor will be asked to wash their hands or use the hand sanitiser that is provided by the nursery.
- All visitors must sign the Visitors' Book on arrival and departure and be made aware of the COVID policy, fire procedures and the use of mobile phones.
- A member of staff must always accompany visitors in the nursery while they are in the building; this will be at a safe distance to maintain social distancing. At no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager, for example tutors, contractors etc. However, they must speak to a member of staff if they need to exit and re-enter the building.