



## Visitors 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'.*

### **Purpose of this Policy**

The purpose of this policy is to ensure that children's safety and security is always the first priority when any visitors are in the setting. No data regarding children in nursery is to be shared with visitors, only on a need-to-know basis such as OFSTED/health visitor enquiring about a child.

### **We aim to:**

- Ensure that all visitors to the nursery follow the guidelines set out in this policy.
- Ensure no visitor is left alone with a child or children other than their own.

### **As a visitor to Child's Play:**

- Have any ID available to be checked.
- Sign in the visitors book.
- Do not use your mobile phone.
- Stay with a member of staff.
- Sign out when leaving the nursery.

### **We will:**

- Ensure all visitors have a pre booked appointment.
- Put all personal belongings in office or keep with them at all times, never left unattended.
- Try and book any maintenance work/contractors outside of opening hours.
- Never leave visitor alone with children.
- Ensure ID is checked.
- Ensure visitors sign in and out.