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| **Little Learning Ladder**  **Supervision of Visitors** |

All visitors must sign the Visitor’s Book on arrival and departure. If a visitor is more than an hour in the nursery, the nursery manager must point out fire procedures.

All visitors should wear a visitor’s badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

**Security**

* Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitor’s Book and accompanied by a member of staff at all times whilst in the building
* The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable CRB checks or PVG registered and not left alone in any area that children may use
* All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
* Parents, visitors and students are reminded not to 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
* The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

Internal use only

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
| April 2013 |  | June 2013 | April 2014 |