

Visitor's Policy



Policy

Tiny Oaks Day Nursery welcomes visitors and operates an open-door policy for legitimate visitors with genuine reasons to be on site. Tiny Oaks Day Nursery's fundamental priority is for the safeguarding, security and safety of our children and staff. All staff and visitors have a duty of care to keep children safe, this means they should act in a way that is consistent for the children's welfare and safety.

Tiny Oaks Day Nursery reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity or if there is uncertainty as to the purpose of that person's visit. If an unexpected visitor has no suitable reason to be on the nursery premises, they will be requested to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the member of staff in charge should telephone the police immediately. In instances where parents/legal guardians are separated and have parental responsibility, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

Official visitors will be asked to prove their identity and all visitors should wear a badge to identify themselves to staff, parents and children. Visitors must always be accompanied by a competent member of staff whilst within or on nursery premises. At no times should a visitor be left unaccompanied and should never be left alone with a child, unless under specific circumstances arranged previously with the Nursery Manager, i.e. under law enforcement. The nursery Manager must advise all visitors of all fire exits and explain if there are any planned fire drills for that day.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the nursery building.
- No visitors are permitted to move freely around the setting unaccompanied, unless that person is on the premises in a direct professional capacity, i.e. Regulatory Inspector.
- All external doors must remain locked or secured and external gates closed for the prevention of risk of intruders and or children exiting
- All internal doors and gates must remain closed at all times.

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- 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.
- Visitors are expected to conduct themselves appropriately, in a way that presents suitable to children
- Keycodes should not be made available to any visitors.

Procedure

- All visitor's identity must be confirmed by a member of staff
- Visitors to the nursery must be recorded in the visitors' book. Including time in and the time they leave
- Visitors are not permitted to have or use their mobile phones whilst on nursery premises, unless authorised by the Nursery Manager. They should be locked away in the lockers in the entrance
- Visitors should not have access to personal photographic equipment whilst on nursery premises, unless in a professional capacity
- The term "visitor" refers to any person not directly employed to work at the setting, including, parents, prospective parents, contractors, regulatory bodies and other professionals
- At times limitations may be placed during visits to protect the children and staff, and to avoid any unnecessary disruption, as well as the discretion to set any appropriate conditions on the nature and extent of visits.
- We would advise visitors to book in advance to ensure a suitable member of staff is available.
- In exercising our discretion, Tiny Oaks Day Nursery will consider the purpose of and extent of such visits, the impact of the visitor's presence and the relationship of any visitors to the children.
- Spontaneous visits are permitted only in exceptional circumstances.

This policy was adopted on	Signed on behalf of the nursery	Date for review
16/1/2023	<i>m khaira</i>	16/01/2024