

## **Visitors policy**

At **Abbotswood Day Nursery** we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

Abbotswood Pe-School & Day Nursery happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

Nursery Manager, Roxanne Gregory, or in their absence, the staff in charge, has the authority to determine which visits are to be permitted. Abbotswood Pre-School & Day Nursery reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

Visitors must always be accompanied by a member of staff whilst within the nursery. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

### **Security on door and within the setting**

- Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorized persons to collect must be checked within children's personal folders.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors without a valid DBS must always be accompanied by a member of staff while in the premises, under no circumstances should they be left alone.
- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
09/02/2023	Roxanne Gregory	09/02/2025