

Access and Supervision of Visitors Policy

1. Security

- a. Access to the nursery must be strictly monitored
- b. Any doors allowing access into the setting must remain locked at all times and all external gates closed.
- c. The external door into the nursery is fitted with a buzzer and access is enabled from within the nursery. No person external to the nursery team should have access to the entry fob.
- d. The secondary access door is fitted with a keypad for entry. The code for the keypad must only be known by staff and should not be shared with any person external to the nursery team.
- e. Parents and visitors should be reminded not to hold doors open or allow entry to any person, whether they are known or not.
- f. Visitors must only be allowed access into the setting by a member of staff
- g. Any unknown person must be asked to verify their identity before being allowed access into the setting
- h. The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, toward others, including children, staff members, and parents. The police will be called in these circumstances.
- i. All locks and handles on doors and external gates are positioned at 1.5m high to ensure children are unable to leave the setting unsupervised.

2. Visitors with legitimate business

- a. Wherever possible, a visitor must make a prior appointment before visiting the setting
- b. On arrival, a visitor must be asked to verify their identity and confirm their reason for visiting the setting
- c. All visitors must sign the visitors book on arrival and on departure
- d. All visitors should be informed of any relevant policies such as use of mobile phones and cameras, and the fire evacuation procedure.
- e. All visitors should be given a visitors badge to identify themselves to staff and parents within the nursery
- f. 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
- g. Should the behaviour of a visitor give cause for concern, they must be asked to leave the setting immediately

3. Intruders

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting. In the unlikely occasion that an intruder enters the setting, the following procedure will be followed

- a. Any individual who appears to have no business in the setting will be asked to verify their identity and their purpose for being there
- b. The staff member should identify if the intruder poses any immediate risk
- c. The person should be asked to follow the procedure for visitors
- d. The setting manager must be informed immediately of the incident and take any necessary steps to safeguard children
- e. If there are any concerns for the safety of the children, staff must evacuate them to a safe place and contact the police. In some circumstances, this may lead to a 'lock-down' of the setting and the lockdown policy will be followed.
- f. In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person must complete an incident report. The owners will ensure a robust organisational response and ensure that learning is shared.

