**LITTLE FIRS DAY NURSERY**

**73. Supervision of Visitors Policy & Procedure**

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**This policy and procedure links to the following:**

**Legal Framework**: **Statutory Framework for the Early Years Foundation Stage.**

**Little Firs Policies & Procedures: Child Protection, Health & Safety, Human Resources and Safegurding**

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At Little Firs we always aim to protect the children in our care. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted Inspectors. All Visitors are informed of any relevant policies including the fire evacuation procedure; mobile phones, cameras and smartwatches must be left in the office and are not allowed in the nursery.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A visitor must not 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.
- All external doors must be kept always locked 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 hold doors open or 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. The police may be called in these circumstances.

| Date of Review: | This Policy was adopted on: | Signed on behalf of the Nursery committee: | Date of Next Review: |
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| July 2022. | 5th May 2022 | *P. Goodrick Electronically signed due to PDF* | July 2023. |