



## Visitors

**EYFS overarching legal requirement:**

Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors  
(3.62 pg 28)

**Every Child Matters Outcome: Staying Safe**

All visitors to the Nursery must sign in and complete a visitor's log sheet with the relevant details asked for. All visitors must read and adhere to the Visitors Code of Conduct.

New staff members will be given clear instructions in ensuring these procedures are followed at all times.

All new parents/carers visiting the Nursery will be greeted at the door. Before being shown around the Nursery they will be asked to fill in the visitor's book and asked to wait in the manager's office/entrance until a member of the management team is free to supervise them into the Nursery.

If the visit is unplanned, the Manager/Deputy will make every effort to ensure they can be available to show the visitors around the Nursery, the Management will ask to see some pictorial ID from the visitors first, if this cannot be shown the visitors will not be able to enter the Nursery. If the management are unavailable to see them, the visitor(s) will be asked to make an appointment and to return at a mutually convenient time. They will be given a Nursery prospectus and our terms and conditions to take away to peruse.

Any person coming onto the premises to do maintenance checks must have some form of identification and must be taken with the member of staff to find the Manager/Deputy. Such visits should be expected and planned in advance whenever possible.

In order to ensure the safety of the children at all times, the entrances must remain on the electronic lock during the nursery day.

If staff do not recognise a visitor to the nursery, they must be challenged and asked for a password, on stating the correct password and checked that they are named on the child's authorised people to collect form they will be escorted to the child.

Any person unable to provide the Nursery with the necessary security information will be asked to leave the premises and will be unable to collect the child.

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