

Supervision of Visitors

At St Bernards 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.

All visitors must sign the visitor's book on arrival and departure; any prospective clients need to provide photographic I.D when attending non appointed visits. Where applicable visitors' identity should be checked e.g. Ofsted Inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including Fire Evacuation procedure and mobile phone, camera and other recording devices policy including smart watches if applicable.

All visitors are given and should wear a visitors badge to identity themselves to staff and parents within the nursery. 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.

Security

- Staff must check the identity of any visitors they do not recognize before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors Log Book and accompanied by a member of staff at all times.
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed as much as possible to ensure children are not allowed to wander.
- Parents, visitors and students are reminded not to hold doors open or allow entry to persons 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 will be called in these circumstances.

This policy was adopted on	Signed on behalf of nursery	Date of Review
February 2016		May 2017