













LADYBIRDS
NURSERY

Guidelines for Visitors

Health and Safety

Policy Statement

Any visitors to the nursery must

-  Report to reception on arrival
-  Inform a member of staff who you are and who you have come to see
-  Sign in the visitors book
-  Wait in reception for the person you have come to see
-  Make sure you are aware of the fire evacuation procedures, situated near the fire panel
-  Comply with all Health and Safety requirements. See Health and Safety policy
-  Never walk around the building unsupervised unless given permission to do so by the manager or deputy
-  Never give anyone else access to the building
-  You must leave your mobile telephone in the office, under no circumstances are mobile phones allowed in the nursery rooms.
-  Zero tolerance policy will be enforced for any visitor displaying violence towards anyone



When leaving the building, please sign out and close the door firmly behind you.



No visitor will be permitted into the building if they appear to be under the influence of alcohol and drugs.

Policy Issued January 2016

Review Date January 2017

Date Reviewed June 2020 (with additional Covid 19 information)

Date to be Reviewed August 2020

Date Reviewed November 2020 (*Italics added in November*)

Date to be Reviewed January 2021

Date Reviewed March 2022 (Covid Information Removed)

Date to be Reviewed March 2023

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.