



**LADYBIRDS**  
**NURSERY**

## *Visitors to the Nursery*

### *Safeguarding*

#### *Procedures*

Any visitors visiting the nursery will have to ring the doorbell or the intercom to gain entry. They will be let in by a staff member, who will ask them who they have come to see.

The visitor will be asked for identification if possible, and asked to sign in the visitor's book, and wait.

There are key pads on the inner doors, the visitor will not be able to gain entry into the nursery without a staff member.

If the visitor is coming to see a student, they will be asked to leave their mobile phone in their bag which will be kept in the office for security. Any visitor coming into contact with the children will be asked to bring their DBS certificate, a copy of the number will be taken for our records.

A visitor who has come to have a look around the nursery, or any other visitor, will be escorted around the building, never being left unattended.

Any visitors will be asked to take notice of the fire procedures, in case of emergency, and we will inform any visitor of any fire drill happening while they are in the building.

When visitors are in the building, all staff are aware of their duty to have due respect to the Prevent Duty Policy and aware of their responsibilities and who they need to report to should they suspect anything suspicious.

Any visitors to the nursery must:

1. Report to reception on arrival
2. Inform a staff member of who you have come to see
3. Sign in the visitor's book
4. Wait in the waiting area for the person you have come to see to greet you
5. Make yourself aware of the fire evacuation procedures, situated near the fire panel
6. Comply with all Health and Safety requirements
7. Never walk around the building by yourself, unless you have been given permission to do so
8. Never give anyone access to the building
9. Leave your mobile phone in the office, under no circumstances are mobiles allowed in the nursery rooms
10. Zero tolerance will be enforced for any visitor displaying violence towards anyone
11. You will be escorted when leaving as you cannot get out of the building without someone opening the door for you
12. No visitor will be permitted into the building if they appear to be under the influence of alcohol or drugs
13. Ladybirds nursery reserves the right to refuse entry to anyone they feel is unfit to enter the building.

Date Issued January 2016

Review Date January 2017

Policy updated July 2016

Date to be Reviewed May 2017

Review Date May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed

This policy will be reviewed sooner than the review date if any new information becomes available.