



Supervision of Visitors Policy During a Pandemic

1.1 All visitors must sign the Visitors' Book on arrival and departure. If a visitor is in the nursery for more than an hour, the nursery manager must point out fire procedures.

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 unless under specific circumstances arranged previously with the manager.

1.2 Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery.
- Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed.
- Parents, visitors and students are reminded not to 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.

1.3 Covid Secure procedure

- All visitors must sanitise hands on arrival and departure of the setting.
- Visitors must keep a safe distance from all staff and children (2 metres where possible)
- Visits should be carried out outside as much as possible
- Visitors are welcome to wear face coverings for additional protection