



## Visitor

Staff must ensure the following is carried out-

- Visitors badge checked before entry into the building
- Visitor signs in, confirming their name, company, date, time in, person they have come to see, time out etc.
- Advise the staff member that their visitor has arrived
- Staff members will also inform management if the visitor's book needs updating, filing etc.
- Parents / visitors & students are reminded **not** to hold doors open or 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. A sign is displayed on of the entry door.

For unexpected visitors, staff members **must** leave them outside and speak with a member of management

<b>This policy was adapted on:</b>	<b>Signed on behalf of the nursery:</b>	<b>Date for review</b>
June 2021	Claire Smith	June 2022
June 2022	Vicky Sheard	June 2023
June 2023	Vicky Sheard	June 2024
July 2024	Vicky Sheard	July 2025
June 2025	Vicky Sheard	June 2026
April 2026	Vicky Sheard	April 2027
May 2026	Rachel Strong	May 2027