



Hardmoor Nursery & Early Years Centre Visitors Policy

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

VISITORS POLICY

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

- We welcome all parents and visitors to our setting. Parents and visitors are required to report to the office entrance and sign in.
- All visitors must have a clear DBS and wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- We reserve the right to refuse entry or terminate a visit at any time.
- Visitors include parents, volunteers and governors (staff to sign in separately)

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, Centre nurses, volunteers.

All visitors should have their identity should be confirmed.

All visitors will have an enhanced DBS clearance.

If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with things - builders, gardeners and people working on computers or other equipment.

All contractors will have an enhanced DBS clearance.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the Centre or talk to members of staff and anybody not in the above categories **must** be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the Centre Hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in.

Deliveries are to be left in reception.

All visitors will be informed that we are a no mobile phone centre. Mobile phones must be switched off and left in the office.

Reviewed Spring 2024

Next Review Spring 2025