



Supervision of Visitors Policy

Date policy was adopted: 16/08/2024

Date last reviewed: 16/08/2024

Frequency of review: Annually

At The Duckling Nursery, we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the nursery are properly identified and supervised at all times. Our procedure for welcoming visitors is as follows:

1. The **identity** is checked of any visitors attending in a professional capacity, e.g. Ofsted inspectors, speech and language therapists.
2. All visitors must sign the digital **visitors'** book using the QR codes by the door of the nursery on arrival and departure.
3. All visitors are informed of any relevant policies including the **fire** safety procedures and Mobile phone and electronic device use policy including the use of smartwatches.
4. A member of staff must accompany visitors in the nursery at all times while in the building and Nursery garden; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Visitors may include prospective parents, other professionals, e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children (e.g. librarians), contractors to complete work, deliveries etc.

Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them.

Security of premises

- Apart from when parents are dropping off in the morning or collecting from after school club, the gate to the garden must be closed and padlocked at all times. The rear gate to the field is padlocked closed at all times unless in use to access the field to ensure children are not able to leave the nursery unattended.
- 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. The police may be called in these circumstances.