

Visitor Policy



Grass Roots Nursery Group: Security and Visitor Management

Purpose:

To outline procedures for managing visitors and ensuring the security of Grass Roots Private Day Nursery, protecting the safety and well-being of children.

Key Principles:

- **Safety and Security:** Prioritise the safety and security of children and staff.
- **Visitor Management:** Implement effective procedures for managing visitors.
- **Staff Supervision:** Ensure visitors are always supervised by staff.
- **Prohibited Items:** Prohibit unauthorised items, such as mobile phones with cameras, in areas where children are present.

Procedures:

- 1. Visitor Identification:**
 - Verify the identity of all visitors before allowing entry.
 - Require visitors to sign the Visitor's Book upon arrival and departure.
- 2. Staff Supervision:**
 - Accompany visitors within the nursery at all times.
 - Never leave visitors alone with children.
- 3. Contractor Management:**
 - Ensure contractors have necessary DBS checks and are supervised while on site.
 - Prohibit contractors from entering areas where children are present without prior authorization.
- 4. Security Measures:**
 - Maintain locked external doors and gates.
 - Keep internal doors and gates closed to prevent children from wandering.
 - Prohibit unauthorised persons from entering the premises.
- 5. Prohibited Items:**
 - Prohibit mobile phones with cameras in areas where children are present.
 - Request visitors to store personal belongings in designated areas.
- 6. Harassment Prevention:**
 - Take immediate action to address any harassment incidents from third parties.

Additional Considerations:

- **Emergency Procedures:** Have emergency procedures in place for security breaches or unauthorised entry.
- **Staff Training:** Train staff on security protocols and visitor management.
- **Review and Updates:** Regularly review and update the security policy to ensure it remains effective.

By following these procedures, we aim to create a safe and secure environment for children and staff at Grass Roots Private Day Nursery.