

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 in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework.

Key Principles

- **Safety and Security:** Prioritise the safety and security of children and staff at all times.
- **Visitor Management:** Implement rigorous procedures for identifying and recording all visitors.
- **Constant Supervision:** Ensure visitors are never left unsupervised with children.
- **Technology & Privacy:** Prohibit unauthorised use of all electronic devices with imaging or sharing capabilities in areas where children are present.

Procedures

Visitor Identification & Arrival

- **Verification:** Verify the identity of all visitors (e.g., via passport, driving license, or official ID) before allowing entry.
- **Recording:** All visitors must sign the Visitor's Book upon arrival and departure, noting the time and the purpose of their visit.
- **Professional Visitors:** For Ofsted inspectors or local authority staff, the nursery will accept "written notification" of their suitability and DBS status from their respective organizations.

Staff Supervision

- **Accompaniment:** Staff must accompany visitors within the nursery at all times.
- **Safeguarding:** Visitors must never be left alone with children.
- **Nappy Changing/Toileting:** Visitors are strictly prohibited from entering areas where nappy changing or toileting is taking place to protect children's privacy.

Contractor Management

- **DBS Checks:** Ensure contractors have the necessary DBS checks (Enhanced with Barred List information if engaging in "regulated activity").
- **Authorisation:** Prohibit contractors from entering child-facing areas without prior authorisation and constant staff supervision.

Security Measures

- **Access Control:** Maintain locked external doors and gates. Staff must verify identity via the intercom before allowing entry.
- **Internal Safety:** Keep internal doors and gates closed to prevent children from wandering and to restrict unauthorised movement.

Prohibited Items & Technology (EYFS 2024 Update)

- **Expanded Device Ban:** The prohibition of mobile phones now includes all electronic devices with imaging or sharing capabilities, such as smartwatches, fitness trackers, and tablets.
- **Storage:** Visitors must store all personal belongings, including phones and smartwatches, in designated

secure areas (e.g., lockers or management office).

- **Emergency Use:** If a visitor must use their phone for an emergency, they must do so in a designated "staff-only" area away from children.

Harassment & Whistleblowing

- Harassment: Take immediate action to address any harassment incidents from third parties.
- Whistleblowing: All staff and long-term visitors (volunteers/students) are made aware of the nursery's whistleblowing policy to report any safeguarding concerns immediately.

Additional Considerations

- Emergency Procedures: Maintain clear protocols for security breaches or unauthorized entry.
- Staff Training: Train staff on security, visitor management, and the specific risks of smart technology.
- Parental Communication: Proactively share this visitor and security policy with parents to ensure they understand how staffing and security are organized.