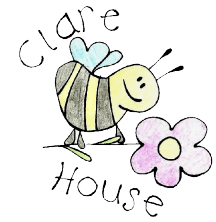


## Chard NNI & Schools Out



### Internal Procedures - Visitors

All visitors must sign the Visitor's Book on arrival and departure.

A member of staff must accompany visitors in the nursery at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

#### Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building
- The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable DBS checks and not left alone in any area that children may use
- All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents/carers, visitors and students are reminded not to 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/carers 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/carers).

#### Visitor's Personal Belongings.

Staff at the setting keep their mobile phones locked away during working hours, and we ask that visitors leave their mobile phones in the nursery office before entering childcare areas

We ask that parents dropping off and collecting keep their mobile phones in their pockets or bags when entering the nursery.