



Visitors, Contractors and Security

At Clare House Nursery, the safety and wellbeing of children is our highest priority. We maintain robust procedures to ensure that all visitors, contractors and other professionals entering the nursery are appropriately managed and supervised.

Visitors

We will:

- Ensure all visitors sign the Visitors' Book on arrival and departure, recording their name, organisation, reason for their visit and time of entry and exit.
- Check the identity of all visitors before allowing them access to the nursery. Visitors may be asked to provide photographic identification where appropriate.
- Ensure all visitors wear a visitor badge whilst on the premises.
- Ensure visitors are accompanied by a member of staff at all times whilst within children's areas and are never left unsupervised with children unless this has been specifically authorised by the Nursery Manager and appropriate safeguarding checks have been completed.
- Ensure visiting professionals working directly with children (such as speech and language therapists, health professionals or local authority advisers) follow the nursery's safeguarding procedures whilst on site.

Contractors

We will:

- Wherever possible, arrange maintenance and repair work outside children's attendance hours.
- Ensure contractors working whilst children are present are appropriately supervised and risk assessed.
- Verify the identity of contractors before granting access to the premises.
- Obtain evidence of appropriate Disclosure and Barring Service (DBS) checks where contractors will have regular or unsupervised access to children, in accordance with current safeguarding guidance and our Safer Recruitment Policy.
- Ensure contractors never have unsupervised access to children or children's areas unless appropriate safeguarding checks have been completed and this has been authorised by the Nursery Manager.

Security

To maintain a safe environment, we will:

- Keep external doors, gates and security systems secure to prevent unauthorised access or children leaving the premises unsupervised.
- Ensure internal doors and safety gates are used appropriately to maintain children's safety while allowing effective supervision.

- Remind parents, carers, students and visitors not to admit anyone into the nursery building. Entry should only be authorised by a member of the nursery staff.
- Challenge politely and appropriately any unidentified person found on the premises.
- Report any safeguarding or security concerns immediately to the Nursery Manager or Designated Safeguarding Lead.

Mobile Phones and Personal Belongings

To safeguard children and protect their privacy:

- Staff store personal mobile phones securely in accordance with the nursery's Mobile Phone and Acceptable Use Policy.
- Visitors, contractors, students and volunteers must leave mobile phones, smart watches capable of photography, tablets and other personal recording devices in the nursery office or another designated secure location before entering childcare areas, unless permission has been granted by the Nursery Manager for professional purposes.
- Photography, video or audio recording is strictly prohibited unless authorised by the Nursery Manager and appropriate parental consent has been obtained where required.
- Visitors are responsible for the security of any personal belongings they bring onto the premises. The nursery cannot accept responsibility for loss or damage to personal property.

Respectful Behaviour

Clare House Nursery is committed to providing a safe, welcoming and respectful environment for everyone. We have a zero-tolerance approach to abusive, threatening, discriminatory or intimidating behaviour towards children, families, staff, volunteers, contractors or visitors. Any concerns will be managed in accordance with our Safeguarding, Parent Code of Conduct and Staff Code of Conduct policies, and individuals may be asked to leave the premises where appropriate.

All visitors are expected to follow the nursery's safeguarding procedures whilst on site. Information about safeguarding, the Designated Safeguarding Lead (DSL) and how to report a concern is displayed within the nursery reception area. Any visitor who has a concern about the welfare of a child must report this immediately to the DSL or Deputy DSL before leaving the premises.

