



VISITOR POLICY

Aims of the centre:

The Centre is registered with OFSTED and employs competent, caring and experienced staff.

We aim to provide a high standard of care in a playful and enabling environment, competent and loving childcare in a happy atmosphere designed to stimulate and nurture growth and development and encourage social development, communication skills and good manners.

We aim to provide opportunity for imaginative play and develop creative potential, provide the stimulation necessary for the development and enjoyment of learning and to develop coping skills and the maturity necessary to facilitate a smooth transition to school.

To enable us to fulfil these aims we work in partnership with parents and carers and encourage involvement in the care and education of their child and ensure appropriate training and development of all employees in line with the business objectives

All visitors, including VIP and members of the media must sign the Visitor's Book on arrival and departure.

All visitors should wear a visitor's badge to identify themselves to staff and parents within the nursery. 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 Nursery Manager.

Mobile devices

Eureka Nursery operates a zero policy on the use of personal mobile devices. This applies to staff, children, parents and all visitors. If mobile devices are brought into the setting they must be switched off and locked away from the children. (Reference child protection policy, mobile devices and social networking policy.)

If visitors need to use their mobile device while at the setting then they must leave the building.

Parents

Parents dropping off or collecting their child are not permitted to use mobile phones within the setting. Any phone calls must be taken outside the setting. Parents are also not permitted to take photographs using a mobile phone without prior written consent from the Nursery Manager.

Visitors, including VIP and members of the media

All Visitors, including VIP and members of the media are not permitted to use mobile phones within the setting. Any phone calls must be taken outside the setting. Visitors, including VIP and members of the media are also not permitted to take photographs using a mobile phone without prior written consent from the Nursery Manager.

Security

- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

Duty Holder	Date Created	Date Reviewed	Date of Next Review
Rebecca Caswell Yvette Brown Teresa Corbridge Gail Winwood	January 2005	Mar 2013, Nov 2013, Feb 2014 (updated) Feb 2015, Feb 2016 June 2016	February 2017

- It is the policy of Eureka! Nursery that all entry and exit doors remain either locked or visibly staffed during normal opening hours. Anyone wishing to gain entry to the centre during this period will be required to identify themselves via the intercom system.
- If the person is not an existing parent, a member of staff will go to the door and ask for some form of identification. Only when we are completely satisfied as to the identity and authority of the person, will they be allowed access.
- Staff must check the identity of any visitor 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 that all contractors accessing the nursery whilst children are present have been properly authorised and are not left alone in any area that children may use. Contractors are required to lock mobile devices away until they leave. Provisions for this are available at the reception desk.
- Parents, 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, contractors and parents entry to the nursery.
- The nursery will under no circumstances tolerate any form of harassment from third parties including visitors and contractors towards others, including children, staff members, parents and other visitors or contractors.

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