

# Supervision of Visitors



EYFS: 3.62

At **Coalway Early Years** we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

All visitors are given and 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 while 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

- The external gates and doors must be kept locked at all times during nursery operation
- The external gate is controlled from the office via an intercom system. Office staff answering the intercom must ascertain the identity of the visitor. Only planned or pre-arranged visitors should be given access immediately through the gate control from the office. Office staff will go out to meet unexpected visitors and check their identification before permitting access. In the event that the children are playing in the garden area, office staff must go out to meet ALL visitors and accompany them through the garden area
- 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 Visitors' Book and accompanied by a member of staff at all times while in the building
- 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
- Staff within the nursery should be the only people allowing external visitors and parents 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. The police may be called in these circumstances.

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>		
	<b>Signed (Chair or Committee)</b>		
<b>Date for review</b>		<b>Date for review</b>	
<b>Date for review</b>		<b>Date for review</b>	