



Cornerstone Nurseries Visitors Policy

There are many reasons for people to visit the nursery such as but not limited to;

- Prospective parents viewing the setting
- Someone different needing to collect a child if the parent is unable to do so
- Educational visitors for topic related activity, Firefighter, Police officer, Nurse, Farmer etc
- Nurse or Healthcare professionals for training based on a child's medical needs
- External agencies in to support staff or children (e.g. SEN team/portage)
- Students
- Tutors in to observe students.
- Interviewees
- OFSTED
- SFYC team professionals for support, advice, assessment and training.
- Maintenance people, pest control, service providers (e.g. to read gas/electricity metres)
- Environmental Health Officers - Kitchen inspections etc.

Our policy is that all visitors to the nursery are identified before gaining entry.
We remind parents/carers not to let anyone into the nursery that they do not recognise.

When somebody different is collecting a child from the nursery, we need the parent/carer to inform the nursery staff themselves, preferably in person but by telephone is acceptable in last minute circumstances/emergencies. In these circumstances the family password should be given (specified on children's emergency contact forms) along with identification shown.

All visitors are asked to use the provided hand sanitiser to sanitise their hands on arrival and to sign in (and back out when leaving).

Any staff member welcoming a visitor into the nursery must ensure the visitor knows where the fire exits and toilet facilities are.

In most circumstances visitors will be invited prior to their arrival and therefore expected but there may be unexpected arrivals such as OFSTED and Environmental Health or Fire Inspections.

Visitors staying on site are asked to leave their personal belongings in the office so that

items such as handbags and mobile phones are not taken into children's rooms. However as stated in the Safeguarding policy some people may need phones for their job e.g. PAT testing. All mobile phones must be switched off or on silent. Parents are reminded not to use their mobile phones in the children's rooms and that photography on any camera (including camera phones) is not permitted in the nursery by parents/carers.

At our Priestley Road setting, all visitors and parents are asked to remove or cover their shoes using the shoe coverings provided before entering our baby units

Reviewed 12/04/24 CJS Review Annually