



43. Supervision of Visitors

At **Sunshine Children's Centre** 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 lanyard to identify themselves to staff and parents within the nursery. Visitors wearing a red visitor lanyard are not DBS checked and must be accompanied by a member of staff at all times while in the building; Visitors wearing a green visitor lanyard are DBS checked and may be unaccompanied in the building and have been verified by the manager, deputy manager or administrator.

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 Visitors' Book and be wearing the appropriate colour lanyard and visitor pass
- 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
- Parents, visitors and students are reminded not to hold doors open or 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 entry to the nursery
- All nursery rooms have fob accessed mag-lock security for both entry and exit.
- 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.

During the Covid pandemic, visitors have been restricted to only essential visits. Visitor's names, arrival/departure times and nature of visit have been recorded in the daily diary.

This policy was adopted on	Signed on behalf of the nursery	Date for review
7/6/21		7/6/22