

STAFF / VISITORS POLICY

Woodroyd Nursery welcomes visitors and operates an open door policy.

Limitations may be placed on visitors to protect the safety of children and staff, and to avoid unnecessary disruption. The Childcare Manager (or the Deputy Manager) has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature of and extent of such visits including any termination of visits. In exercising their discretion, the Childcare Manager will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children.

We reserve the right to refuse entry to any person, which we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company.

In instances where parents are separated both custodial and non-custodial parents have rights to visit the nursery unless a court order exists restricting such contact.

All visitors must sign the Visitors' Book on arrival and departure. If a visitor is in the nursery for more than an hour, the Childcare Manager must point out fire procedures.

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 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

- 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.
- The Childcare Manager will display a note of the expected visitors to the nursery each day.
- No visitor will be allowed to move freely around the setting unaccompanied unless that person is on the premises in a direct professional matter i.e. Care Inspectorate Inspector.
- 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 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
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

PARENT / CARERS & CHILDREN'S ACCESS

The external nursery doors are fully secured and video entry security systems are in place for the safe arrival and departure of children. They also prevent children from leaving the premises unnoticed and restrict public access.

Visitors gain access by ringing the buzzer and being admitted by a member of staff.