



Abbey Wood Grange Day Nursery

Supervision of Visitors Policy

At Abbey Wood Grange we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children attending and adults who work in the nursery.

For the purpose of this policy we define visitors as being all those on the Nursery premises who are not employed by Highfield Nursery Ltd (trading as Abbey Wood Grange), and are not parents/grandparents or guardians accompanying children to and from nursery.

All visitors, including contractors, are asked to sign the visitors book in reception on arrival and are then escorted to the member of staff they are visiting or to the parent area where the visitor must remain until the member of staff meets them. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure.

The member of staff accepting the visitor is responsible for their visitor(s) and must escort them around the nursery at all times. Visitors must be reminded of the following rules:

- The use of inappropriate language whilst on nursery premises is strictly forbidden.
- Smoking is strictly prohibited anywhere on the nursery site, at any time.
- Visitors must move quietly and safely around the nursery.
- Visitors must respect the nursery and its properties.
- Visitors must not wander around the nursery unescorted.
- Visitors must sign in on arrival and out when leaving nursery.
- Visitors are to use the staff toilet facilities only.
- Visitors should refrain from use of mobile telephones in nursery except in emergency situations.
- Visitors must seek approval from nursery management before using a mobile phone or camera in nursery.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting.

The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>February 2014</i>		