



## VISITORS AND SUPERVISION

### Purpose

We recognise that the safety of children is of paramount importance. Every precaution is taken to ensure the safety and security of all those using our nurseries, particularly children, parents, staff, volunteers, and visitors.

### Policy

Regular Risk Assessments are conducted to ensure the safety and security of all those using and visiting our nurseries. We recognise the following groups -

#### Parents and children

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Systems are in place for the safe arrival and departure of children.
- The times of children's arrivals and departures are recorded.
- Parents must not allow anyone they do not know to enter nursery premises.
- Staff without DBS checks are not left alone with children.
- Information provided by parents concerning themselves and their children will be treated in the strictest confidence, and not communicated to others without their consent.
- Violence and abusive language to other parents or staff will not be tolerated on or in the premises and perpetrators will be asked to leave.

#### Visitors, including Officials and Tradesmen

- Visitors are not permitted to enter nurseries without an appointment.
- The name, arrival and departure times and purpose of visit, are recorded for all visitors – in the visitors' book.
- Officials & tradesmen will only be permitted onto the premises on the production of ID.
- All visitors, officials and tradesmen will be accompanied while on the premises.
- Tradesmen will only be allowed to carry out work after ensuring there is no risk to children, parents, staff, or visitors.
- The Manager must ensure all contractors accessing the nursery whilst children are present are DBS checked and not left alone in any area that children may use.
- If a Visitor is more than an hour in the nursery, the Manager must point out fire procedures.

#### Staff and Volunteers

- The personal possessions of staff and volunteers are securely stored during nursery sessions.
- Staff and volunteers are not permitted to take photographs/images of children with any form of the camera without the parents' permission.
- Staff are not permitted to use mobile phones on the nursery floor or to use them to take images of children.
- The arrival and departure times of adults are recorded.
- Violence and abusive language will not be tolerated on the premises; the person in charge will take appropriate action.



- The Manager is responsible for all students and relief staff receiving information on Health and Safety in the nursery
- A simple induction must be carried out by the Manager for any person staying for more than an hour.

## Supervision

- Whether children are in or out of the building, they must always be supervised.
- Be aware that children can drown in only a few centimetres of water.
- Special care should be taken when children are using apparatus e.g. climbing frame and when walking up or down steps/stairs.
- A member of staff must always supervise large outdoor play equipment.
- When outdoors, staff must be aware of bushes, shrubs, and plants
- Children must be carefully supervised when using scissors
- If the nursery has hired a bouncy castle for the day, then STRICT safety guidelines should be followed as laid down by the hiring company. A member of staff MUST always supervise the children.

## Security

- No child should be given into the care of any person we DO NOT know. If in doubt check the person's identity by ringing the child's parent/guardian or the emergency number. The information must be passed on to all staff and recorded if it specifies who can/cannot collect a child - [Collection Consent form](#)
- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must always be recorded in the visitors' book and accompanied by a member of staff whilst in the building
- All external doors must always be kept locked and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander unless there is appropriate free-flow play in place.

## Associated documents

- [Electronic devices, social networks, social media policy](#)
- [Code of Conduct policy](#)
- [Health & Safety policy](#)
- [Visitors Sign in-out form](#)
- [Collection Consent form](#)
- [Blank Risk Assessment](#)