

Visitor Policy

The EYFS 2017, 3.62 states that:

“Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.”

At ICP Nurseries 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.

Covid-19 Pandemic

Wherever possible, settings are encouraged to avoid visitors entering their premises, as per the Covid-19 Pandemic Risk Assessment. Where visits can happen outside of setting hours, they should.

Where visits to the Nursery are unavoidable, Nurseries Management teams must work through the system of controls set out within the Covid-19 Pandemic risk assessment. In order to promote the health and well-being of visitors, and support the governments Track and Trace scheme, the **Visitor / Contractor / Parent Health Declaration** MUST be completed by all visitors. This declaration must be kept securely on file at the Nursery for 21 days. After 21 days, this information must be shredded

Responsibilities

All visitors must sign the visitors' book on arrival and departure and regardless of status, will be required to show ID that contains their photograph and name. This includes Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists.

Where the visit is unannounced, e.g. by a regulatory body or the setting's Local Authority, the Nursery Manager or most senior person responsible will check the credentials on the phone with their head office to ensure the person is employed in their said role.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the Nursery. A member of staff must always accompany visitors in the Nursery; at no time should a visitor be left alone with a child. Any contact must be supervised at all times by an appropriately vetted person.

Visitors must be informed of any relevant policies. All verified visitors upon arrival will be shown the “Visitor Information Card” which is kept adjacent to the signing in book. The card outlines:

- The emergency evacuation assembly point
- The name of the setting's Designated Safeguarding Lead
- The policy for the use of mobile phones, cameras and recording devices in the setting.

The Nursery's preparation for the visitor

- The Nursery should check that the appointment with the visitor is known to them and that they are considered suitable in respect of the safeguarding requirements laid down in the EYFS Statutory Framework.
- The Nursery should ask the visitor for clear information about the purpose or content of their visit, and this should be used to inform the planning of the visit as well as any preparatory or follow-up work to be done.
- The date, time and duration of the visit should be confirmed with the visitor.
- The Nursery should inform the visitor who is to meet them, where they are to be met and at what time.
- Nursery Management teams must inform staff where visits will impact on the routine of the day, or deployment of staff.
- Where visits are carried out by the same person frequently (once a week or more) or on 3 or more times in a 30 day period the Nursery management team must request a copy of their enhanced DBS and hold the details on file.

Visits from other agencies to support children, families and staff

- The visitor should outline their specific expertise to the setting, the aims of the visit and if working directly with the children give an outline of the discussion, methods, content and approaches of the session.
- The visitor should confirm what preparatory and follow-up work is intended and where their session fits into the overall planned educational programme (where applicable).
- The visitor should enquire about the stages of development of any children involved in order to be able to communicate at the appropriate level (where applicable).
- The visitor should agree with the Nursery what resources and equipment will be supplied by the Nursery or visitor.
- It is recommended that there is an opportunity for evaluation after a visit and the content discussed between the visitor, the Nursery staff, parents and children to ensure effective visits in the future.

Security

- 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
- Visitors 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
- 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.