Supervision of Visitors

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| EYFS: 3.62 |

At Kids Incorporated 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.

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
* 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
* 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.

**Covid-19 Addendum:**

Attendance to the setting will be restricted to children and staff where practicable. In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child’s EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site.

If they need to attend in person, they should:

* Follow guidance relevant to the setting
* Keep the number of attendances to a minimum
* Wash hands frequently
* Where possible to do so, maintain social distancing
* Be informed about the system of controls in settings.

Other visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus.

Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for example to ring the bell and leave the delivery at the door.

Where essential visitors e.g. building maintenance, are required these will be made as normal.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *29/08/2023* | *Juliet Robertson* |  |