



Visitors Policy

At Puddle Ducks we will ensure all the children in our care are safe and this includes preventing unauthorised visitors from entering our nursery.

Visitors will come into our setting for various reasons, these can include prospective parents and carers, early years assessors, healthcare professionals, and contractors. This policy is in place to ensure visitors are identified and supervised whilst they are in the setting.

Procedure for Visitors

Upon arrival at Puddle Ducks a staff member will ask all visitors what the purpose of their visit is and check their identity on the door before they are allowed into the nursery. The visitor must then record the requested information in the visitor's book. This includes:

- Visitor name
- Purpose of the visit
- Date of the visit
- Time in
- Time out

The staff member with the visitor will inform them of relevant policies, including the mobile phone and cameras policy and advise the visitor of the emergency fire exits. A member of staff will accompany visitors at all times whilst they are in the building. Once the visit is finished, the visitor must sign out of Puddle Ducks in the visitor book.

Security

The entrance to Puddle Ducks is through a locked gate which is locked at all times and only opened by a staff member when needed. Staff are required to check the identity of any visitor they do not recognise.



Puddle Ducks Nursery
Salehurst

Passwords for collection must be checked with the child's parents and the child's personal information. Parents/carers are asked not to hold doors open or allow others to enter into the nursery.

We will not tolerate any form of harassment from visitors towards anyone in the nursery. Staff have the right to refuse entry to any person.