



Whitecross Nursery School

Visitors Policy & Procedures

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| Reviewed by | Claire FitzPatrick |
| Date of last review | November 2022 |
| Date of next review | November 2025 |
| Ratified by the Governing Body | November 2022 |

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it. Any changes will be communicated to all stakeholders.

Policy statement

The governing body assures all visitors a warm, friendly and professional welcome to Whitecross Nursery School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and well-being of all children and staff. This duty of care incorporates the duty to safeguard all children from subjection to any form of harm, abuse or nuisance. It is the responsibility of the governing body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the governing body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy responsibility

The Headteacher and governing body are responsible for implementation, coordination and review of this policy.

Aim

To safeguard all children during school hours.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its children anywhere on the school site (i.e. within the school boundary fence), during normal school hours and on school organised (and supervised) off- site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day for example theatre groups and musicians or before and after the school session begins and ends

- All governors of the school
- All parents and volunteers
- Other education related personnel for example advisory teachers, occupational therapists, physiotherapists

Protocol

All visitors should wear a visitors badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times while in the building including visits to the school hygiene facilities, at no time should visitors be left alone with a child. Only visitors to school who have undergone all safeguarding checks which are recorded on the school single central record can be left unaccompanied at any time.

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 visitor's book

The Headteacher will display a diary notice board in the office noting any expected visitors to the nursery each week and visitors will also be discussed in the staff briefing which takes place each morning.

No visitor will be allowed to move freely around the setting unaccompanied unless that person is on the premises in a direct professional manner for example personnel from other agencies.

All external doors must be kept locked at all times (between drop off and collection times) and external gates leading from the outdoor play areas kept locked.

Parents, visitors and students are reminded not to 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.

Procedure for welcoming visitors

Whilst children are in the nursery, staff parents/carers, children and visitors must only enter the nursery by way of the main entrance. This door has an electronic security system. The exception to this is when the shopping for snack or meals are delivered at lunchtime as they go straight into the kitchen. The internal kitchen door is closed and locked by a thumb screw whilst the external kitchen door is open.

In instances where parents are separated, both custodial and noncustodial parents have rights to visit the nursery unless a court order exists restricting such contact.

Outside the nursery session time's staff, visitors, contractors will enter through the kitchen door as the main entrance will be locked.

On answering the door staff must:

- Open the door and greet the visitor. If the person is not known to the nursery, ask the visitor to supply their name/and business and the reason for the visit/who they wish to see. Unless it is a parent enquiring about the nursery, all of the visitors should be asked for proof of identity.
- Unless the person is known to the nursery (i.e. usual contractors) and has a confirmed appointment, the visitor should be asked to wait in the entrance area until the staff member finds the appropriate person to deal with the visit or can deal with it themselves.

- Inform the visitor about mobile phone policy – it is to be switched off in the nursery and not to be used for taking photographs. If a contractor wishes to take photographs of the building for purposes of maintenance or refurbishment, the contractor will be accompanied by a member of staff.
- Visitors must sign in at the office documenting their arrival, name, organisation from, who they are visiting, purpose of the visit, and tick to say they have read and understand our fire procedures.
- Visitors must be issued with the appropriate badge which must be worn and remain visible for the duration of their visit.
- Contractors must also sign the asbestos register.

Visitors' departure from school

On departing the school, visitors must leave via the office and:

- Enter their departure time on the visitors signing in sheet.
- Return the identification badge to the office.
- The members of staff should escort the visitor to the main entrance.

Unknown/uninvited visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the office to sign the visitor's book and be issued with a school identity badge.
- The procedures under 'visitors to the school' above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the senior leadership team informed.
- The SLT member will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and volunteers

All governors and volunteers must comply with criminal records bureau procedures, completing a DBS disclosure form (if not already held) via the school office.

The school must check all governors and volunteers DBS certification is current (i.e. less than three years old).

Thereafter, procedures as per above should apply. Please note that governors should sign in and out.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the chair of governors/clerk to governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity.

Staff Development

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Linked policies

- Child Protection and Safeguarding policy
- Health and safety policy
- Fire Safety policy
- Fire Safety management plan (including Fire drill procedure)
- Staff Code of Conduct
- DBS Policy