



Visitors Policy and Procedure

"Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors." Page 28 of the Statutory Framework for the EYFS 2014 (3.62)

Objective: Learning Ladder Nursery does not allow unauthorized visitors to enter the premises to safeguard the interest of the children and staff.

Policy: In order to provide a safe and secure environment, Learning Ladder Nursery follows the Visitors procedure as:

Procedure:

- Check to see the ID card of the visitor and/or make a phone to verify the identity. If the manager is unable to verify the ID, she should not allow the visitor into the premises
- Ask visitors to sign a visitors book stating:
 - Date and time of arrival
 - Full Name of the visitor
 - Company they work for
 - Mobile number
 - Purpose of visit
 - Time of departure
 - Signature
- Inquiries for nursery tours to sign to fill out the inquiry form with exact date, time, and signature
- Nursery tour parents not to be allowed any access into the class rooms or to the children when the children are present in the class
- Visitors to leave their mobile phones and/or cameras in the designated phone box before entering the class rooms
- Visitors not allowed to take any pictures of the nursery, staff, or the children
- Maintenance works to be scheduled only with the appointed maintenance company
- Maintenance works to be scheduled in the afternoon only unless an emergency. Children to be cleared from the room where works need to be carried out
- Maintenance workers to not use/leave tools in easy access of the children