

## Visitors procedure

*EYFS 2017, 3.62. 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 Fennies 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.

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.

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 accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child. Any contact will be supervised at all times by an appropriately vetted person.

### Responsibilities

All verified visitors upon arrival will be shown the "Information for Visitors" card which is kept adjacent to the signing in book. The card outlines:

- The Emergency Evacuation Procedure
- Safeguarding of children procedure together with the name of the setting's Designated Safeguarding Lead(s)
- Our 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 agency or visitor is known to them and that they are considered suitable in respect of the statutory safeguarding requirements laid down in the EYFS Statutory Framework.
- The nursery should ask the visitor for clear information about the content of their visit / session, 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 nursery should make the visitor aware of any relevant nursery policies and procedures, for example, confidentiality policy, child protection policy, photographic imaging policy.
- The nursery should provide the visitor with information on the age and abilities of the children, the approximate number of children in the group, any special needs requirements of the children, and details of the venue where the session will take place. The nursery should enquire whether any additional resources will be required.
- The date, time and duration of the visit / session 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.
- The visitor and the nursery should agree and plan for nursery staff to be present throughout the visit so they can participate in the visit / session and be able to carry out any follow-up work with the children (where applicable)
- 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.

### The visitor's preparation for the visit

- It is helpful if the visitor outlines their specific expertise to the setting.
- The visitor should indicate the aims of the visit / session and if working directly with the children give an outline of the talk and discussion with methods, content and approaches of the session.
- The visitor should give clear, accurate and age-appropriate information, maintaining professional boundaries with the children.
- The visitor should ask 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 emotional and intellectual levels of the 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 an educational session and the content discussed between the visitor and the nursery staff and children to ensure effective visits in the future.

### 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.

### Appendix 1: Nursery and Visitor Agreement Checklist

This form has been developed as guidance for use by early years settings and visitors to help with the planning of visitor sessions. Copies of the completed form could be sent to a visitor by the setting, as a summary of what has been agreed, with the specific details of the sessions to be delivered.

<p>Has <b>the nursery</b> explained how the visit fits into the overall planning, for example, any preparatory or follow-up work to be done?</p>	
<p>Has the nursery been given clear guidance about the content, aims and approach of the session <b>by the visitor</b>?</p>	
<p>Has the nursery provided information on:</p> <ul style="list-style-type: none"> <li>• The age, ability, culture and ethnicity of the children in the session</li> <li>• The number of sessions expected</li> <li>• The size of the group(s) in each session(s)</li> <li>• Any special needs requirements of the children</li> <li>• Where the session(s) will take place</li> <li>• Relevant timings</li> <li>• Where resources can be accessed if needed</li> </ul>	
<p>Has the nursery agreed the following with the visitor:</p> <ul style="list-style-type: none"> <li>• The date and time of the visit</li> <li>• The number of sessions, timings and durations for each</li> <li>• What nursery resources are required by the visitor</li> <li>• What resources the visitor will provide</li> <li>• Where the visitor will be met, at what time and by whom</li> <li>• The names of the nursery staff who will be present at the session(s)</li> </ul>	
<p>Has evaluation or feedback from the session been planned?</p>	

Signature.....(Setting)

Date.....

Signature .....(Visitor)

Date.....

Appendix 2: Visitor book monitoring

Visitor book monitoring using the form below must be carried out by the health and safety officer at least once a year

Is the date recorded?	Is the visitors name in full recorded?	Has the visitor signed to clarify that they have read the visitor information sheet?	Is the time of arrival and departure recorded?	Is the purpose of the visit record?	Has the member of staff signed to acknowledge visitor ID has been seen?
Feedback to staff:					

*Internal use only*

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
<i>August 2019</i>			<i>August 2010</i>