

The background features a large, stylized 'TEC' logo. The 'T' is a solid blue shape with a white cutout. The 'E' is a solid purple shape with a white cutout. The 'C' is a solid light blue shape with a white cutout. There are also several faint, light blue outlines of the 'TEC' logo scattered across the page.

# Visitor Policy Little Stars Day Nursery

## Change Control

<b>Version:</b>	V1
<b>New or Replacement:</b>	Replacement
<b>Approved by:</b>	Senior Management Team
<b>Date approved:</b>	
<b>Name of author:</b>	Nursery Manager
<b>Name of responsible committee:</b>	Senior Management Team
<b>Name of Corporation committee:</b>	
<b>Date issued:</b>	October 2022
<b>Review date:</b>	October 2024
<b>Document Reference:</b>	

### Revision History

Version	Type	Date	History
V1	New	October 2012	New
		September 2013	Reviewed
		October 2014	Reviewed
		October 2015	Reviewed
		October 2016	Reviewed
		July 2017	Reviewed
		July 2018	Reviewed
		June 2019	Reviewed
		October 2020	Reviewed
		October 2021	Reviewed
		October 2022	Reviewed

### **Visitor Policy.**

- Little Stars Day Nursery will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes. This is done when entering the nursery and visitors are asked to sign in. Once the visit has finished they are also asked to sign out too.
- All visitors are valued for whatever reason, but the children are our priority and must come first.
- All visitors will be welcomed and their enquiries dealt with as soon as possible.
- Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children or accompany children to the toilet.
- Whenever possible visitors should make an appointment to visit the setting. Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.

#### **If a visitor calls unannounced;**

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them.
- Explain that the setting is busy and they may have to wait until a staff member is free to assist them. Provide the option of waiting or making an appointment.
- In all cases, ensure that the visitor's book has been signed and procedures explained. NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.