



Visitor Policy

At Bardfield Montessori we are committed to ensuring the safety, security, and wellbeing of all children, staff and visitors. This policy outlines the procedures for managing and monitoring visitors to the nursery to ensure that only authorised individuals have access to the premises and that safeguarding is always upheld.

Aims

The purpose of this policy is to:

- Safeguard and protect all children, staff, and visitors within the nursery
- Ensure all visitors are appropriately identified, authorised and supervised
- Maintain accurate records of all people entering and leaving the premises
- Promote a professional and welcoming environment for all visitors

Definition of a Visitor

A visitor is anyone who is not:

- A member of nursery staff,
- A registered child attending the setting, or
- A parent/carer dropping off or collecting their child (unless staying for a meeting or observation).

Visitors include, but are not limited to:

- Contractors or maintenance workers
- Students and volunteers
- External professionals (eg Ofsted inspectors, social workers, health visitors, SEN specialists)
- Prospective parents touring the nursery

Method

Any visitors to the nursery can only gain access via the security-controlled front door which can only be operated by a member of staff. Visitors must not enter the nursery via any other entrance.

Visitors must state what the purpose of the visit is or whom they are coming to see and provide identification. This identification should be validated if a member of staff is at all unsure. This should be done by telephoning the department the visitor represents to confirm their visit. It is

better to be safe and sure than to be at risk. If an unexpected visitor has no suitable reason to be on the premises, they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately.

All visitors to the setting will be required to sign in the Visitor Register which is kept at the main entrance, reception area and to wear, always, an official Visitor badge.

The following information will be logged:

- Date
- Time in
- Time out
- Name of visitor
- Reason for visit
- Car Registration
- ID checked

During their visit, visitors will be asked to:

- Store their personal belongings safely in the office including and especially, their mobile phone. Visitors are not allowed to use any mobile phones or cameras including their own on site
- Be left alone with children
- Wear a visitor badge which should be always displayed clearly.
- Familiarise themselves with the emergency evacuation procedures. These are displayed near all fire exits from the premises. A member of staff will alert the visitor if we are expecting a fire alarm test.
- Always remain clearly visible to a member of staff while they are on the premises.
- At no time should a visitor enter the children's toilets or nappy changing area.
- Staff are responsible for ensuring visitors comply with safeguarding and health and safety procedures.

Departure

Visitors must sign out before leaving. The staff member accompanying the visitor must ensure the visitor lanyard/badge is returned and any relevant notes or feedback from the visit are recorded if necessary.

Contractors and Maintenance Staff

Maintenance or repair visit should be arranged where possible outside of nursery hours. All contractors must provide proof of ID and company credentials. Contractors working during nursery hours must be always supervised if they do not hold a valid enhanced DBS certificate. All tools and materials must be kept safely away from children.

Students, Volunteers and Agency Staff

Must have an enhanced DBS check prior to starting placement. Must complete an induction that includes safeguarding, confidentiality and health and safety. They are also required to wear identification and follow all nursery policies.

Emergency or Unexpected Visitors

In the event of an emergency (e.g emergency services), staff must verify the visitors identity if safe to do so and record the details afterward. Unauthorised visits who refuse to comply with security procedures will be asked to leave, and the Manager may contact the police if necessary.

Confidentiality and Safeguarding

Visitors must respect the confidentiality of all children, families and staff. No information, photographs, or recordings of children are to be taken or shared. All visitors are expected to follow the nursery's safeguarding and child protection policy.

Guidance

- Records, policies and notification requirements of the Early Years Register - January 2013 No 120412
- The Statutory Framework for the Early Years Foundation Stage 2025: Section 3 – The Safeguarding and Welfare Requirements
- Working Together to Safeguard Children 2023

In addition, the following policies in relation to this policy safety are in place:

Policies:

Risk Assessment

Health & Safety

Child Protection