

VISITOR PROCEDURE

*Before allowing a visitor to enter Nursery, staff should ascertain their name and reason for visit.

*Should the visitor be from an outside agency, or any other professional body then staff would check their ID.

*Staff should then ask them to sign-in in the visitors book.

*On entry to the nursery staff should ask if the visitor is carrying any medication for an ongoing condition, this should be left in their bag in the office.

*Staff should also ask for any mobile phones to be left in their bags and switched off.

*The visitor will be accompanied at all times unless they are a visiting professional person on a pre-arranged visit.

*At the end of the visit the visitor must sign out in reception.

Created August 2015

Reviewed and amended January 2023