



**Oakbridge Little Learners LTD**  
66-68 Bridge Cross Road  
Burntwood, Staffordshire, WS7 2BY  
[contact@oakbridgelittlelearners.co.uk](mailto:contact@oakbridgelittlelearners.co.uk)  
01543 686099



## VISITOR PROCEDURE

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

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

Staff should then ask them to sign in via Nursery in a Box.

On entry to the nursery staff should ask if the visitor is carrying any medication for an ongoing condition as 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.

At the end of the visit the visitor must sign out in Reception on Nursery in a Box.