



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
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VISITOR PROCEDURE

Policy Statement

Oakbridge Little Learners Ltd is committed to safeguarding children and maintaining a secure nursery environment. Clear procedures are in place to manage visitors to the setting and ensure that children remain safe at all times.

This policy applies to all visitors, including parents/carers, contractors, external professionals, students, volunteers and any other individuals entering the premises.

This policy is implemented in line with the **Early Years Foundation Stage (EYFS)** and should be read alongside the **Safeguarding & Child Protection Policy**, **Mobile Phone Policy**, **Uncollected Child Policy**, and the **Parent Handbook**.

Aims of the Policy

- To safeguard children at all times
- To ensure visitors are appropriately managed and supervised
- To maintain a secure environment
- To provide clear guidance for staff

Definition of a Visitor

A visitor is any person entering the nursery premises who is not:

- A registered child
- A contracted member of staff
- A regular student or volunteer already subject to safeguarding checks

This includes, but is not limited to:

- Parents/carers attending appointments



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- Contractors and maintenance personnel
- External professionals
- Prospective parents
- Inspectors

Visitor Procedures

Arrival

All visitors must:

- Report to the main entrance
- Sign in using the visitor record system
- State the purpose of their visit
- Provide identification where required

Visitors will be issued with a visitor badge where appropriate.

Identification and Safeguarding Checks

- Visitors may be asked to provide photographic identification
- Contractors or professionals working directly with children must provide evidence of appropriate DBS clearance where applicable
- Visitors without verified safeguarding checks must remain supervised at all times

Supervision

- Visitors must not be left unsupervised with children
- Visitors are escorted where necessary



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- Staff remain vigilant and aware of visitor presence at all times
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Mobile Phones and Recording Devices

Visitors must comply with the nursery's **Mobile Phone Policy**:

- Mobile phones must not be used in areas where children are present
 - Photography or recording is not permitted without prior authorisation
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Departure

All visitors must:

- Sign out when leaving the premises
 - Return any visitor badge
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Parents/Carers Visiting the Nursery

Parents/carers are welcome in the nursery by prior arrangement. Safeguarding procedures still apply, including supervision and adherence to mobile phone restrictions.

Contractors and External Professionals

- Work will be planned to minimise disruption to children
 - Risk assessments will be completed where necessary
 - Contractors must comply with nursery health and safety procedures
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Safeguarding Concerns

If a visitor behaves in a manner that raises safeguarding concerns:



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- The Nursery Manager or senior staff member will intervene immediately
- The visitor may be asked to leave the premises
- The concern will be recorded
- Further action will be taken in line with the **Safeguarding & Child Protection Policy**

Monitoring and Review

- Visitor records are monitored by the Nursery Manager
- Procedures are reviewed regularly
- Any incidents involving visitors are evaluated and addressed

Policy Review

Created: August 2015

Reviewed: January 2026