

46. Visitors Policy

At La Petite Academy we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the nursery are properly identified and supervised at all times.

Visitors may include prospective parents, other professionals, e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children (e.g. librarians), contractors to complete work, deliveries etc.

Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them. The identity is checked of any visitors attending in a professional capacity, e.g. Ofsted inspectors, speech and language therapists.

If it is not necessary for the visitor to enter the premises (e.g. deliveries, bringing back a registration form) then they should not come further into the setting than the front porch.

All visitors must sign the visitors' book on arrival and departure and read the visitors' leaflet available in the porch before entering the main premises. This leaflet informs visitors of relevant policies including Safeguarding and Child Protection, the Fire Safety procedures and the Use of Technology and Internet policy.

We give each visitor a visitor's badge to wear to identify themselves to staff and parents within the nursery unless they have a recognised lanyard/badge from Ofsted, the Local Authority or the NHS.

A visitor should leave their belongings in their vehicle where possible or if not, in the office while in the building ensuring they have no Phones, tablets or other devices capable of recording or sharing audio/or images, e.g. smart (camera) glasses. A member of staff will accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager. These circumstances may be for Speech and Language or Physiotherapy assessments etc and the professional will always have a DBS in place.

Security of premises

- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave the nursery unattended
- Staff, parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery
- No visitor, including parents, should be allowed entry into the nursery without their identity being verified. Any staff member who does not recognise the visitor or is not expecting the visitor, should check with a manager before allowing entry past the front porch.

The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances. Please refer to the Zero Tolerance statement displayed in the setting.

This policy was adopted on	Signed on behalf of the nursery	Date for review
14/05/2025	<i>Seren Brown</i>	30/04/2029