



VISITORS POLICY

Our Mission Statement

Creating a child centered, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
February 2022	S. MADARI



Statement

Taqwa Nursery welcomes visitors and operates an open-door policy. The Nursery manages its visiting policy alongside its safeguarding and child protection policy and as such, limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Nursery Manager (or the Deputy Manager) has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature of and extent of such visits. In exercising their discretion, the Nursery Manager will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children.

Taqwa Nursery reserves the right to refuse entry to any person, where it may have reasonable doubt of the identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company that the visitor represent.

In instances where parents of a child are separated, both parents have rights to visit the Nursery if they have parental responsibility unless a court order exists restricting such contact.

All visitors must sign the Visitors' Log on arrival and departure. If a visitor is in the Nursery for more than an hour, the Nursery Manager will point out fire procedures.

All visitors should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must 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.

Security

We encourage all visitors to contact the Nursery and pre-book their appointment. The name of the visitor should be confirmed and the visitor must bring a form of matching ID.

Staff must check the identity of any visitors they do not recognise before allowing them into the main Nursery. Visitors to the Nursery must be recorded in the Visitors' Log and accompanied by a member of staff at all times whilst in the building.

The Nursery Manager will display a note of the expected visitors to the Nursery each day; to ensure that staff are aware and to reduce any unforeseen safeguarding concerns.

Visitors Policy

No visitor will be allowed to move freely around the setting unaccompanied unless that person is on the premises in a direct professional matter, for example, pre-booked and arranged sports' coaches etc.

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 in any danger.

Parents, visitors and students are reminded not to 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/guardians entry to the Nursery.

The Nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents/guardians.

PROCEDURE FOR WELCOMING VISITORS

All staff, parents/guardians, children and visitors must only enter the Nursery by way of the main entrance. This door has a safe and secure system.

The entrance door must never be opened by another parent/guardian, visitor or student. On answering the door staff must: -

Open the door and greet the visitor – ask the visitor to supply their name, the name of the business they represent, if any, and the reason for the visit/who they wish to see. Unless it is a parent enquiring about the Nursery, all other visitors should be asked for proof of identity.

Unless the person is known to the Nursery (i.e., usual contractors) or has a confirmed appointment, the visitor should be asked to wait at the gate until the staff member has confirmed with the Manager that the visitor can be allowed to enter the foyer area.

The visitors must be informed of the Nursery's mobile phone policy – if they have a mobile phone with them, they must switch it off or sign it into the Nursery office.

Visitors must then sign in at the foyer area documenting their time of arrival and be issued a Visitor's badge which must be worn for the duration of their visit.

Visitors should at this point be asked to wait in the foyer area

The Nursery Manager/Deputy Manager should be informed if not already done so and they will then attend to the visitor.

The visitor must sign out at the end of the visit recording their time of departure and hand back the visitors' badge.

In order to maintain safety during the COVID-19 pandemic, all non-essential visits to the Nursery during operating hours have been suspended, (see COVID-19 policy). Essential visitors must pre-arrange their appointments and will be expected to wear a face covering (shield or mask) whilst on the premises. They will also need to sanitise their hands prior to entering the main room, and will be consenting to participate in the NHS Test and trace scheme when signing the visitors log.