

## VISITORS POLICY

### 1. PURPOSE

- 1.1. RAFA KIDZ encourage visitors to the setting and operates an open-door policy, but in doing so recognise our responsibility of the safeguarding and wellbeing of the children in our care. We aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.
- 1.2. This policy outlines how we do that.

### 2. SCOPE

This policy applies to all service operated by RAFA Kidz.

### 3. PRINCIPLES

- 3.1. All external doors must be kept locked at all times and external gates closed. Everyone is reminded not to hold doors open or allow entry to any person, whether they know this person or not.
- 3.2. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.
- 3.3. Whenever possible we will encourage visitors to make an appointment to visit so that they have our full attention.
- 3.4. Should we be unable to accommodate an unannounced visit due to ratio, we will offer them the opportunity to make an appointment to return.
- 3.5. No visitor is to be left alone with a child or accompany children to the toilet.

### 4. PROCEDURE

**The person who greets the visitor will ensure that:**

- 4.1. That they are satisfied with the identity and authenticity of the visit, this may include verifying identification.
- 4.2. The visitor signs in and out of the setting and give their reason for the visit.
- 4.3. All visitors are advised of emergency evacuation procedures on arrival.
- 4.4. All visitors are to be made aware of the risk assessments or safe systems of work that are relevant to the nature of their visit.
- 4.5. 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.

4.6. The person in charge on site will contact the registered person if Ofsted attend the setting for any reason. This must be as soon as is practical.

4.7. The setting/Staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit or their identity.

## 5. RESPONSIBILITIES ASSOCIATE WITH THE POLICY

The Nursery manager and staff have the responsibility for the daily application of this policy.

## 6. REVIEW

This policy will be reviewed annually or when procedural changes arise that will impact on the document.

Date Originated	MAY 2019	Signature
Date Reviewed		