

**Visitors Policy and Procedures**

**Date updated: April 2024**

**Date of next review: April 2025**

At Woven Nursery 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.

**Picking up a child**

At Woven Nursery, we make sure that all our children are safe and happy. We ask the parents to inform the staff if anyone other than themselves will be picking their child up. If so, then it is important that the information is communicated via email – [manager@wovennursery.com](mailto:manager@wovennursery.com) or via text/whatsapp on 07544 375 845.

If this person has never been known to the nursery, then the main carer needs to ask the person to bring a form of I.D. e.g. Driving license and also a password that all parents write down in the registering pack before their child starts nursery.

**Signing in**

All visitors must sign the visitors’ book on arrival and departure.

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.

All visitors are informed of any relevant policies including the Fire safety procedures and Mobile phone and electronic device use policy including the use of smartwatches.

We give each visitor a visitor’s badge to wear to identify themselves to staff and children 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 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

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.

**Evacuation procedure for a fire**

All fire drills in the church are completed after nursery school hours

Hence if an alarm sounds its either false or a FIRE

**If you detect a fire**

1. Activate the fire alarm, located at exit doors, (Rear of school room and Exit door to front garden)
2. Leave the building through the nearest exit
3. Assemble in carpark, inside the gate on Norman Avenue
4. Check group and account that all members are present
5. The group leader should call 999 or 112 on a mobile for the fire brigade /emergency services