



Bright Eyes Childcare Visitor Policy

The Visitor Policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

- We welcome all parents and visitors to Bright Eyes. Parents and visitors are required to ring the doorbell to gain entry into the Main Entrance. We ask all visitors to sign in for fire evacuation purposes.
- Any visitors on site who are not recognized, or who are not appropriately badged should be politely refused entry into the building.
- Bright Eyes reserves the right to refuse entry or terminate a visit at any time.
- Visitors will be notified of the emergency evacuation procedure and must follow guidance of staff in this event and remain at the fire assembly point.

Visitors can be classified according to their degree of access to children:

People working with children - music teachers, LA employees, SEND practitioners, volunteers etc.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have enhanced DBS clearance (check we have copy of DBS and proof of who they are)

Contractors, builders, gardeners etc will be asked to sign in and supervised at all times. They will never be left alone with any child.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. If a staff member is unsure they should call the manager.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the settings knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times.



Evacuation

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort.

Deliveries

A person making a delivery is not classed as a visitor and, therefore, not required to sign in or enter the building.

Deliveries are to be left at the Main Entrance with a member of staff.

Date of Policy: January 2018

Signed By: Haley Blake – Nursery Manager