



## Visitors to the setting

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

- We welcome all parents and visitors to Bright Eyes. Parents/carers and visitors are required to ring the doorbell to gain entry into the nursery. 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 - LA employees, SEND practitioners, volunteers and safeguarding practitioners, 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 confirmed DBS number and proof of who they are)

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

### 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.

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

Reviewed 28<sup>th</sup> September 2023

Signed By: Nursery Manager