

Supervision of Visitors

All visitors must sign the Visitor's Book on arrival and departure. Visitors will be made aware of evacuation procedures.

A member of staff must accompany visitors in the nursery at all times whilst 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

- 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 Visitor's Book and accompanied by a member of staff at all times whilst in the building
- The nursery manager must ensure all contractors accessing the nursery whilst children are present are not left alone in any area that children may use. It is preferential for contractors from Aston University Estates Department to be used wherever possible.
- 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 wander
- 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 into to the nursery
- The nursery will under no circumstances tolerate any form of harassment from third parties or between persons using the service.
- Staff must be aware of the whereabouts of parents when they are in the nursery to drop off or collect their child.
- If parents are toileting their own children staff must ensure that no other children are using the toilets or having their nappy changed. Parents may wish to use the visitor toilet with their child as an alternative option.
- Staff must ensure that children are accompanied to the toilet when parents are entering and leaving the nursery to ensure their safety
- Visitors must abide by the nursery policies
- Visitors who are staying for a period of time will be asked to leave their mobile phone in a secure place before entering the nursery. Visitors who are visiting for a short period of time will be asked not to access their phone for the duration of their visit.
- Parents are not permitted to use their phones whilst in the nursery.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23