



Stepping Stones Nursery

Visitors Policy

At **Stepping Stones Day 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.

All visitors must sign in to our electronic sign in app in the main reception area. All visitors are given a sticker with their photo and name on. The staff member accompanying the visitor will sign the visitor out using the QR code on the sticker given.

Visitors may include prospective parent/carers, 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 evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches. These are verbally explained to all visitors on arrival.

The visitor sticker given on arrival identifies themselves to staff and parents within the nursery. A member of staff must always accompany visitors in the nursery 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

- Staff must check the identity of any visitors before allowing them into the main nursery. Visitors to the nursery must be recorded on the sign in system and always accompanied by a member of staff while in the building
- All external gates must be closed. All internal doors and gates must be kept closed to ensure children are not able to leave the nursery unattended as well as any parents, carers or visitors being able to enter the setting without a member of staff present.
- 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>May 2026</i>	<i>Emma Keller</i>	<i>May 2027</i>

