



### **The Little Firefly Visitor Policy Statement of Intent**

From time to time we will have visitors to The Little Firefly for many reasons, ranging from NVQ Assessors to Early Years and Childcare Service Advisors. This policy is in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite. All visitors will be made aware of our requirements and expectations during their visit.

#### Method

Visitors will have to identify themselves at the entry to the service. They will be asked by a member of staff and asked what the purpose of the visit is or whom they are coming to see, and provide identification. This identification should be validated if a member of staff is at all unsure.

The following information on all visitors to the setting will be logged in a designated visitor book:

- Date;
- Time in;
- Name of visitor;
- Time out;
- Visitor signature

During their visit, visitors will be asked to:

- Remain clearly visible to staff at all times they are on the premises.
- If an unexpected visitor has no suitable reason to be on the premises they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately (see The Little Firefly's Emergency Evacuation Policy for further information). A record will be made of any such incidents on an Accident/Incident record form and the Manager will be immediately notified.

Upon finishing their visit, the visitor will have to sign out of the premises in the aforementioned log book and will be escorted to the front gate at the site.

Contractors, suppliers and all other visitors requiring access to the other areas of the setting must only be permitted entry on the authority of the Nursery Manager.

Where practical, the individual/s should be escorted during their visit to the Nursery.

Regardless of the circumstances, no access should be granted to anyone who does not have the Manager's authority to be there.

Visitors to the site are asked not to use personal cameras or mobile phones in accordance with our Camera and Mobile Phone Policy. This includes any watches with camera capabilities. Mobile phones, cameras etc will be signed in and stored in a secure lock box/or shed.

#### Guidance

- Records, policies and notification requirements of the Early Years Register
- The Statutory Framework for the Early Years Foundation Stage. Section 3 – The Safeguarding and Welfare Requirements; Working Together to Safeguard Children.

\*\*\*\* Visitors can include but are not limited to volunteers, students, parents settling in, potential staff candidates, assessors.