



VISITORS POLICY

Last reviewed:	January 2026
Next review due:	January 2027

From time to time, we will have visitors to The Little Firefly for many reasons, ranging from volunteers, students, parents visiting or settling in, potential staff candidates, bank staff and professional assessors. This list is not exhaustive. 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 gate to the setting. Visitors should NOT try to enter the setting without speaking to a member of staff. If a member of staff cannot be seen, there is a phone number at the gate that they can call. The member of staff will ask what the purpose of the visit is and whom they are coming to see, and ask for the visitor to provide identification. This identification should be validated if a member of staff is at all unsure.

Contractors, suppliers and all visitors requiring access to the setting must only be permitted entry on the authority of the nursery manager.

The following information on all visitors to the setting will be logged on the daily register online with the:

- Date
- Name of visitor
- Time in
- Time out

During their visit, visitors will be asked to:

- Leave their mobile phone, camera, smartwatch (if it has camera capability) in their car or in the shed on-site, in line with our camera, mobile phone and photo policy. Mobile phones should not be used at all while on site.
- Remain clearly visible to staff at all times they are on the premises or, where practical, the individual/s should be escorted during their visit to the nursery.

Upon finishing their visit, the visitor will be signed out of the premises by logging their departure time on the online daily register and will be escorted to the front gate at the site.

Unexpected or unwanted visitors

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.

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

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.

Policies, procedures and risk assessments referred to in this document:

- Emergency evacuation policy
- Camera, mobile phone and photo policy
- Daily register
- Accident and incident policy
- Incident form

External references:

- [EYFS statutory framework for group and school-based providers](#)