



Visitors Policy

Bearhugs Nurseries Ltd. will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

- All visitors are valued, but the children are our priority and must come first.
- If a visitor is unannounced and we do not have enough staff cover to maintain ratios then they will be asked to make an appointment at a suitability convenient time.
- All visitors will be welcomed and their enquiries dealt with as soon as possible.
- Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children or accompany children to the toilet unless it is their own child/children.
- Whenever possible visitors should make an appointment to visit the setting.
- Visitors are asked to sign in and out of the premises, giving their reason for the visit.
- The fire evacuation procedure will be displayed for all visitors upon entry to the premises.

If a visitor calls unannounced.

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them. Please note they must not be left unaccompanied in areas used by children.
- Explain that the setting is busy and if no-one is available ask them to make an appointment.

- Exception to this rule may be an Early Years Consultant from the Local Authority or an Ofsted inspector, who may wish to look around the setting unescorted to monitor and observe practice as part of their support programme.
- Inform the visitors of our visitors policy, which states that the names of all visitors on site are recorded for emergency, insurance and registration purposes.
- The fire evacuation procedure will be displayed for all visitors upon entry to the premises.

In all cases, ensure that the visitors book has been signed and fire evacuation procedure explained.

NB> the setting/staff have the right to refuse entry to any individual if they are uncertain as to the purpose of their visit.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021