



Alexandra Park
Children's Learning Community
a personal learning journey together



Visitors Policy

Alexandra Park Children's Learning Community welcomes visitors and operates an open door policy. Limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Nursery Manager has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature of and extent of such visits. In exercising their discretion, the Nursery Manager will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children. The Statutory Framework for the Early Years Foundation Stage, page 22 states: "Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues".

Procedure

- Alexandra Park Children's Learning Community reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company. In instances where parents are separated both custodial and non-custodial parents have rights to visit the nursery unless a court order exists restricting such contact.
- All visitors must sign the Visitors' Book on arrival and departure. A member of staff must accompany visitors in the nursery at all times 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.
- **Visitors must complete a "Visitor/Contractor COVID-19 Questionnaire and adhere to our standards and procedures of infection control."**
- Staff must check the identity of any visitors they do not recognise before allowing them into the centre. Visitors to the centre must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building.
- Senior management will write in the visitor's book the details of any expected visitors each day.
- Visitors should wear a Visitor card with neck strap that mention not to use their mobile phones around the building.
- No visitor will be allowed to move freely around the setting unaccompanied unless that person is on the premises in a direct professional matter i.e. Care Inspectorate Inspector.
- 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 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.

- All staff, parents/carers, children and visitors must only enter the nursery by way of the main entrance. This door has an electronic security system. The entrance door must never be opened by another Parent/Carer or Visitor.
- This policy is written in line with our door policy.

Date - August 2021

Signed Manager –

Review – August 2022

Signed Director –