

Visitors Policy

Purpose

Aflah Nursery is committed to providing a safe, secure and welcoming environment for all children, staff and visitors. This policy outlines the procedures for managing visitors to the nursery, ensuring that children's safety, welfare and security are always maintained.

Our Commitment

All visitors are expected to follow the nursery's safeguarding, health and safety, confidentiality and security procedures whilst on the premises.

Children must always remain appropriately supervised, and visitors must never compromise the safety or security of the nursery.

Visitor Procedures

Wherever possible, all visits should be arranged in advance with the Nursery Manager or Director.

All visitors must:

- Report to a member of staff immediately upon arrival.
- Sign in using the Visitors' Book.
- Provide photographic identification where appropriate.
- State the purpose of their visit.
- Wear a visitor badge where provided.
- Sign out before leaving the premises.

The Nursery Manager, Director, or a designated member of staff will verify the visitor's identity before granting access to the nursery.

Access to the Nursery

Before any visitor enters the main nursery area:

- The Nursery Manager, Director or designated member of staff must be informed.
- The visitor's identity must be verified.
- The entrance to the nursery hall must be secured to prevent unauthorised access before the visitor is taken into the main nursery area.
- Children must always remain appropriately supervised.

Visitors must be accompanied by a member of staff unless appropriate safeguarding checks have been completed and authorisation has been given by the Nursery Manager or Director.

Professional Visitors

Professionals such as Ofsted inspectors, Local Authority advisers, health professionals, contractors and maintenance personnel are welcome to visit the nursery but must follow the same visitor procedures.

Identification and professional credentials will be checked where appropriate before access is granted.

Unexpected Visitors

Unexpected visitors will not be permitted access to the nursery without authorisation from the Nursery Manager, Director, or a designated member of staff.

Where a visitor cannot provide satisfactory identification, or there are concerns regarding the purpose of their visit, access will be refused, and appropriate action will be taken.

Confidentiality

Visitors must respect the privacy and confidentiality of all children, families and staff.

Confidential information must not be discussed, recorded or shared unless authorised to do so as part of their professional role.

Monitoring and Review

The Visitors' Book will be maintained as a record of all visitors entering and leaving the nursery premises.

This policy should be read alongside the Safeguarding and Child Protection Policy, Health and Safety Policy and Confidentiality Policy.

Date Approved: August 2026

Review Date: August 2027

Aflah Nursery