**Supervision of Visitors Policy During a Pandemic**

1.1 All visitors must sign the Visitors’ Book on arrival and departure. If a visitor is in the nursery for more than an hour, the nursery manager must point out fire procedures.

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.

**1.2 Security**

* Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery.
* Visitors to the nursery must be recorded in the Visitors’ Book and accompanied by a member of staff at all times while in the building
* All external doors must be kept locked at all times and external gates closed.
* 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.

1.3 Covid Secure procedure

* All visitors must sanitise hand on arrival and departure of the setting.
* Visitors must keep a safe distance from all staff and children (2 meters where possible)
* Visits should be carried out outside as much as possible
* Visitors are welcome to wear face coverings for additional protection

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| **Sept 2022** | **Dani Bowen**  | **Sept 2023** |