**Visitors Policy Ladybirds Daycare Ltd**

**October 2020**

Ladybirds Daycare recognises its responsibility towards ensuring the health and safety of everyone who comes directly or indirectly into contact with either of our settings. We are committed to providing as far as reasonably practicable a safe environment, for employees, children in our care and visitors. This policy is important not only for security and health and safety reasons but also for the control and guidance of visitors on our premises.

**Definitions for the purpose of this Visitors policy -**

This may include parents/carers dropping off/collecting children, parent/carers involved in Ladybirds Daycare activities and/or personnel visiting for Business reasons.

We prefer appointments to be made with management prior to arrival wherever possible.

Ladybirds Daycare the Childcare Manager has overall responsibility, when on site for children and visitors who attend. Any arrangement required by visitors must be ascertained before arrival and suitable adjustments made, where possible.

Ladybirds Daycare employees must take responsibility for children and or visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Equipment must always be used safely and left in a safe condition. Activities must always be planned, in relation to health and safety, and risk assessments completed and appropriate control measures put in place. (see Risk Assessment Policy).

**Visitors Procedure**

All visitors must show relevant in date identification and produce this when asked by whichever member of staff lets them enter the premises. They will then report to reception area alongside the member of staff and sign the Visitor’s Book on arrival and departure, where they are offered a copy of our **‘Visitors Safeguarding Statement’.** Visitors will also be made aware of the fire procedure and exits should the alarm sound. If the alarm sounds whilst a visitor is in the setting, they will be chaperoned by a member of staff during the drill. All visitors will be provided with a visitor’s badge upon signing in. This will provide identification to staff, parents and children within the setting. A member of staff will accompany visitors in the setting at all times whilst in the building; at no time will a visitor be left alone with a child.

Parents and authorised responsible adults are able to drop and collect children without being accompanied.

**Health and Safety / Security**

• Staff must check the identity of any visitors they do not recognise before allowing them into the setting. Visitors to the setting must be recorded in the Visitor’s Book and accompanied by a member of staff at all times whilst in the building.

• External Contractors must never be left alone with a child/children within the setting.

• 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.

• Visits will be booked, where possible, in advance so the nursery staff know when to expect them.

• Visitors must report all accidents or near miss incidents on Ladybirds premises / or when taking part in activities to a member of staff.

• Visitors must look after their own and others health and safety.

• Visitors must comply with Ladybirds procedures.

• The setting will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.