

Visitor Policy

Toy Box will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

- All visitors are valued for whatever reason, but the children are our priority and must come first.
- Any Visitors to the setting will be appropriately and suitably supervised by staff at all times.
- 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.
- Visitors should make an appointment to visit the setting.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- The fire evacuation procedure will be explained to 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 the reception area, where they can wait until someone is free to speak to them.
- Give them the option of waiting or making an appointment.
- In all cases, ensure that the visitor's book has been signed and fire evacuation procedure explained.

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

*This policy has been adopted by Toy Box Nursery Limited
Signed on behalf of the setting by:*

..... *Owner*

..... *Manager*

Date:

Review Date: