



## **Supervision of visitors Policy**

At Rising Stars, we always aim to protect the children in our care. This includes making sure any visitors to the setting are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone policy.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the setting. A member of staff must always accompany visitors in the nursery 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.

### **Security**

- Staff must check the identity of any visitors they do not recognise before allowing them into the main setting.
- Visitors to the setting must always be recorded in the Visitors' Book and accompanied by a member of staff, whilst being shown around the building.
- All external doors must always be kept locked and external gates closed.
- Parents, visitors and students are reminded not to hold doors open or 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 setting.
- The setting will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances and protocol of whistle blowing policy will be used in this case.
- The setting has CCTV cameras covering all aspects of setting excluding the staff room, office, buggy area, kitchen and toilet areas, to record any mishappenings.
- We have secured gates outside the premises with codes on it to prevent any intrusion into the setting.
- We have children collection passwords set for collection of children at the end of the day if the parent requests an alternative person to collect their child.