

Events and Supervision of Visitors Policy

At **Brentwood Day Nursery** we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the nursery are properly identified and supervised at all times. Visitors may include prospective parents, other professionals, e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children (e.g. librarians), contractors to complete work, deliveries etc.

The following must be adhered to:

- All visitors must sign the visitors' book on arrival and departure
- The identity is checked of any visitors attending in a professional capacity, e.g. Ofsted inspectors, maintenance workers, speech and language therapists etc.
- All visitors are informed of Fire safety, Health and Safety, Safeguarding procedures and our Mobile phone and electronic device use policy including the use of smartwatches.
- 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

Nursery events

Occasionally, we hold different events throughout the year where parents and families are invited in. To ensure safety of all people during these events we have the following in place:

- Parents/visitors will be made aware of car park usage and parking permit requirement and safety awareness in the car park
- Register is kept for all visiting people
- Parents/visitors reminded (prior to event via email and addressed to the group on the day) about arrival/departure procedures
- Fire procedures are explained prior to events taking place (email and verbally on the day)
- Parents are responsible for their own child/ren while they are on site, staff are responsible for all other children
- Parents **MUST** inform staff if they want to take children home at the end of the event
- Mobile phone policy (camera/photo) and the protocol for device use during the event will be explained prior (via email & verbally on the day)
- Staff to accompany children to the toilets unless they are with their parents
- Parents and visitors to be directed to separate toilet facilities (if required)
- All belongings to be kept with visitors at all times and should not be left on display in cars in the car park. We cannot be held responsible for any loss or damage to personal belongings. This is explained prior to event taking place via email.

Cricket/club events at the ground

The nursery is located within the premises of a sports ground. Most fixtures and social events are held during evenings and weekends. However, there are rare occasions when a cricket match may be played while the nursery is in operation. The following is in place during these times:

- Parents and staff are informed of any events taking place (prior via email) and of the necessary procedures to be followed on the day
- The manager/deputy will liaise with the organiser to find out details regarding timings, location etc. and share these with staff and visitors
- Sports participants, organisers and spectators are not permitted to enter any areas children are present
- Outside play will take place in the tennis courts on the other side of the building (prior risk assessment of the area must be carried out)

Security of premises

- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave the nursery unattended
- Staff, 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 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. The police may be called in these circumstances.

Signed on behalf of the nursery
<i>RL Austin</i>