Visitors Policy

Little Nestlings happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption, and we would advise visitors to book in advance to ensure a suitable member of staff is available.

The nursery management team have the authority to determine which visits are to be permitted.

Little Nestlings reserves the right to refuse entry to any person for whom we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

Visitors must ring the bell and wait for identification – if staff are unsure of their identity, then a senior member of staff will make contact via the intercom. Anyone new picking up must be prearranged with either a photograph sent over, or a password put in place to confirm identity before a child is released to them.

All visitors must wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the nursery. The Nursery Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

Security on door and within the setting

- Staff MUST check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection/photos for identification, and authorized persons to collect must be checked within children's personal details.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Professionals and regular visitors should show valid ID, and ideally submit their DBS number, and the validity must be checked.
- Visitors must always be accompanied by a member of staff while in the premises.
- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not, and not to allow anyone to follow them through the doors.

- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

This policy was reviewed in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*