Visitors and outside Contractors Attendance Policy

1. Introduction

Home from Home recognises that from time to time, visitors both regular and non-regular attend the setting. Visitors can be potential new families coming to view the setting, outside agencies supporting a child within the setting, qualification assessors, Early Years Advisors to Parents, Teachers and Outside Contractors.

This policy is to outline the procedures and policies that visitors and contractors must follow at all times to ensure that the safety of the children as well as the staff remains a priority at all times regarding visitors.

This policy should be read in conjunction with the following policies:

Bullying & Harassment Policy

Parents, Carers and Visitors Conduct Policy

Security Policy

Health and Safety Policy

Fire Safety Management Plan and Emergency Evacuation Policy

Lockdown Policy

Privacy Notice

2. Contents

The following sections are included in this policy document.

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3. Booking & confirming an appointment,
4. Arrival and Departure procedures
5. Safeguarding – supervised and non-supervised visits
6. Data Protection
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3. **Booking and Confirming Appointments**

- Any visitor to the nursery, with the exception of Ofsted and some Government officials, can only do so with a pre-arranged appointment.
- Visitors should make an appointment by emailing nursery@worthingnurseryschool.co.uk.
- An appointment is only confirmed when email confirmation is received from nursery@worthingnurseryschool.co.uk
- All booked appointments are confirmed and are available to view in the office diary. This is to ensure effective safeguarding measures can be implemented at all times in terms of supervision of visitors to the building.

4. **Arrival and Departure Procedures**

- Visitors access is via the front door do the main building which is bolted and locked at all times. It is Home from Homes policy that only staff who are door trained ie the leadership team which can be Deputy Team Leaders, Team Leaders, Room Managers, Deputy Nursery Manager, Nursery Manager and other designated staff such as Office Administrators. Only these designated and door trained employees can open the door to known parents as well as non-recognisable visitors.
- Prospective parents and children are welcome to visit the nursery prior to joining the nursery, providing a pre-arranged appointment has been made.
- Visitors must state the purpose of the visit and who they are booked to see and provide identification. This identification should be validated if a member of staff is at all unsure. This should be done by telephoning the employees company they represent to confirm their visit. It is better to be safe and sure than to be at risk.
- All visitors to Home from Home Nursery Worthing must sign and complete the "Visitor's Book" on arrival and departure. All visitors will also be asked to wear a visitors lanyard which states their name and alerts to all staff at Home from Home this visitor cannot be left alone with the children at any time.
- All visitors will be asked if they have a mobile phone on their person, and will then be advised it must be switched off in accordance to our Safeguarding Procedure. If a visitor wishes to take a photo for the purposes of their visit report, this most be taken with no children present, be supervised by a senior manager and the photos must be viewed by the senior manager for approval prior to leaving.
- Visitors would then be escorted to the appropriate person/room by a member of staff. At no time will they be left unsupervised.
- Under No circumstances is any visitor allowed to leave with a child, unless they are the approved person who has authority from the child's parent to collect as per our **Security Policy.**

5. Safeguarding – Supervised and Non supervised visits

This Policy is relevant to outside contractors, for example cleaners, who may have unsupervised access to areas of the Nursery usually used by children or outside contractors performing maintenance on the building whilst children are present, such as builders, gardeners, plumbers or other contractors.

5.1 Contractors working un supervised.

Some contractors may be able to work unsupervised where they are not in close contact with children. This will be at the Nursery Managers discretion and should be supported with appropriate safeguarding awareness and training and risk assessment procedure.

On the rare occasion a contractor may have to work unsupervised on the premises and in immediate contact with children the contractor must be DBS checked and show proof of this check to Home from Home Nursery in accordance to Safeguarding Guidance and Duty of Care Health and Safety Act 1974. If the contractor cannot show proof then a DBS must be applied for before any works can commence

6.Data Protection
Outside contractors must not have access to Information relating to employees, parents and children which must remain confidential within the Nursery at all times including: -

•Written details e.g., work and health details; address and telephone numbers; any special needs details, observations and concerns

•Photographs taken of children taken and/or displayed at the nursery in any format or location

•No photographic nor detail information whatsoever must be transmitted to any other party by telephone, e-mail, mail or used or referred to on any social networking medium

•Access to confidential, locked areas, such as staff-only offices will not be allowed to any unaccompanied person

Specifically, mobile cameras or mobile phones with photographic devices must not be used within the Nursery. Any use of mobile phones must be off the premises, either on the nursery driveway or on the footpath outside.

7. Contact details in case of Emergency

In case of emergency, please note the following details to make contact with contractors whilst on the Home from Home premises

Nursery Office: telephone: 01903 248115 or email: nursery@worthingnurseryschool.co.uk

Nursery Managers mobile phone 07483373324

8. Responsibilities of Outside Contractors and Visitors

All Outside Contractors and visitors are required to familiarise themselves with and adhere to this policy and the Bullying & Harassment Policy, Parents, Carers and Visitors Conduct Policy as a condition of visiting and /or working at Home from Home Nursery.

In addition any contractor working un supervised should also be familiar with the following policies as a condition of visiting and/or working at Home from Home Nursery Security Policy, Health and Safety Policy, Fire Safety Management Plan and Emergency Evacuation Policy, Lockdown Policy and Home from Homes Privacy Notice

7. Policy Review

This policy will be reviewed annually and/or in line with any statutory or process changes

8.Version Control

Version	Date	Status	Comments	By
1	April 2015	Issued		Nicola Law
2	May 2018	Reviewed		Polly Manners
3	January 2022	Reviewed		Cassie Jones
4	October 2023	Reviewed	Added version control	Sophie Eade
5	October 2024	Reviewed	In line with Visitor Conduct Policy	Julia Pattenden
6	Nov 2024	Amended and Issued to contractors	Added reference to ther policies, added section 7 & 8	Julia Pattenden