



Visitor Policy

Reviewed date: November 2023

Introduction

At BVNS, we occasionally welcome visitors for various reasons. This policy is designed to ensure the safety and security of our children and staff during these visits.

Visitor Identification and Entry Procedures

1. Main Entry Point: All visitors are directed to the main front door for entry.

2. Identity Verification:

- For unknown visitors or prospective parents, we require at least one form of identification (e.g., official identity badge, driving license, bank card with a signature).
- If further verification is needed, we contact the visitor's organization directly.
- Visitors are supervised during these checks and throughout their visit.

3. Visitor Log:

- Visitors are required to sign the visitor's book/log. This record includes the visitor's name, reason for visit, time, date, and their signature, which is checked against their identification.
- Known visitors with a valid reason for entry also complete the visitor's book/log.

4. Supervision of Visitors:

- Visitors are accompanied at all times on the nursery premises.
- Visitors are never left alone with a child.

5. Staff Training and Awareness:

- Staff members are trained to understand and implement this policy, ensuring a consistent approach to visitor management.

6. Confidentiality and Privacy:

- Visitors are made aware of and required to adhere to our Confidentiality Policy, ensuring the privacy and safety of children and families.

7. Review and Updates:

- This policy is reviewed annually or as necessary to ensure it remains effective and aligned with current safety and security best practices.