



Visitor Procedure

Summer 2025



WHINLESS DOWN
ACADEMY TRUST

Vale View Nursery welcomes visitors and operates an open door policy. Limitation may be places on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Nursery Manager can exercise their discretion where visitors are concerned and will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children.

Vale View Nursery reserves the right to refuse entry to any person, which we may have reasonable doubt of their identify or visiting capacity, until that person's identify can be confirmed, for example, by means of a phone call to a professional body or company.

All visitors must enter the school via the main school entrance and complete the visitor's log on arrival and departure, All visitors are to wear a visitors badge to identify themselves to staff within the nursery. A member of staff must accompany visitors in the nursery at all times 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.

- Staff must check the identity of any visitors they do not recognise.
- Visitors to the nursery must be recorded in the visitor sign in device and accompanied by a member of staff at all times.
- No visitor will be allowed to move freely round the setting unaccompanied by a member of staff unless that person is on the premises in a direct professional matter.
- The nursery gate is kept locked at all times (except parent pick up and drop off) and the internal nursery door needs to be opened with a fob.
- Parents, visitors and students are reminded not to allow entry to any person, whether they know them or not.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff member and parents.
- All visitors will be given a safeguarding leaflet and asked to turn off /put away their mobile phone while on school/nursery premises.

Health and safety

The health and safety of our pupils, staff and visitors is extremely important. We require all visitors to act in accordance with the Health and Safety Policy at all times and be mindful of any hazards that may be present.

If you or someone else is injured during your visit, please report this to the health and safety officer who will be able to ensure the appropriate action is taken. If someone requires immediate emergency or lifesaving treatment – dial 999.

Behaviour and conduct

We ask that all visitors model good behaviour when on school/nursery site.

Please ensure that you:

- Abide by the smoke-free policy.
- Only engage in a level of contact with pupils that is suitable for the purposes of your visit.
- Use appropriate language.
- Do not take photographs or use your mobile phone.
- Make the nursery completely aware of the purpose of your visit.
- Report any safeguarding concerns or incidents to the DSL.
- Treat everybody with respect and dignity.

Fire Safety

If you require assistance with evacuating the building, please ensure that you make a staff member aware of this.

In the event of the fire alarm sounding:

- Make your way out of the building immediately by following the fire exit signs.
- Leave any belongings behind.
- Once outside, head towards the fire assembly point.
- Do not enter the building again until you are informed that it is safe to do so.