



Supervision of Visitors

At Manor House Minster Nursery and Out of School Club we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including fire evacuation procedure and mobile phone policy.

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 a manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the visitors' book and accompanied by a member of staff at all times while in the building.
- Visitors must read the 'visitor information sheet' provided to them and abide by this. Any mobile phones, iPad, tablets, cameras etc must be stored in a locker or in the lockers provided for the duration of their visit.
- All external doors must be locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.
- 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.

Manor House Minster Nursery adheres to all data protection guidelines stated in our UK GDPR policy. Please see our UK GDPR policy on the nursery website.

www.manorhouseminsternursery.co.uk

Signed on behalf of the nursery	Date for review
Amy Penny March 2026	<i>March 2027</i>