

Rocks Lane Montessori Visitor Management Policy

For the purposes of this policy we define visitors as being all those on the premises who are not employed by Rocks Lane Montessori, and are not parents/grandparents or guardians accompanying children to and from nursery.

Our Procedures are as follows:

- Parents and visitors have to knock on the main nursery entrance door for entry to the building.
- Only key staff are allowed to admit known parents/carers into the building.
- Any person found unexpectedly on the premises must be challenged and not left alone at any time.
- All visitor Representatives/sales people, maintenance workers etc. will only be allowed in to the Nursery if they have made an appointment or are from a bona fide organisation or business.
- All visitors, including contractors, are asked to sign the Visitor Book on arrival and are then escorted to the member of staff or child they are visiting. The member of staff accepting the visitor is responsible for their visitor(s) and must escort them around the nursery at all times.
- Visitors must be reminded of the following rules:
 - The use of inappropriate language whilst on nursery premises is strictly forbidden.
 - Smoking by visitors is strictly prohibited anywhere on the Nursery site, at any time.
 - Visitors must move quietly and safely around the nursery, respecting its ground rules.
 - Visitors must respect the nursery and its properties.
 - Visitors must not wander around the nursery unescorted.
 - Visitors must not use their mobile phones when children are present.
 - Visitors are to use the staff toilet facilities in the main pavilion only, and not the children's toilet facilities.
 - Visitors must not bring any hot drinks or food into the nursery while children are present.
 - In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting.

The Designated Person is: Miss Rajka Krivokapic. In her absence, her Designated Deputy is available for staff to discuss their concerns.

Date: October 2018

Our Visitor Management Policy will be reviewed annually.