



Visitor Policy

Apple Blossom Nursery encourages parents / carers and other visitors to promote links with the wider community, resulting in a variety of potential benefits. However, Apple Blossom Nursery does have legitimate responsibility to ensure the safety of all children, staff and visitors.

A visitor is defined as any person(s) seeking to enter the Nursery building who is not an employee of the Apple Blossom Nursery community or a child currently enrolled at Nursery.

The following process is in place:

- On arrival at Apple Blossom Nursery, visitors will report to the manager to verify who they are and the purpose of the visit.
- Once inside the Nursery, all visitors are asked to sign the visitor's books.
- Whenever possible, visitors should obtain authorisation from the Manager in advance, unless visitation is upon invite. ie. Should persons from other outside agencies wish to visit for assessments / appointments with Apple Blossom Nursery children, then they are advised to notify Nursery with a list of dates, times, reason for visit and state who they wish to visit.

Safeguarding

The Manager / Deputy has the authority to determine which visits are to be permitted, as well as the discretion to set any appropriate conditions on the nature and the extent of the visits. In exercising their discretion, the Manager considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the children.

The following rules apply:

- Apple Blossom Nursery has a zero-tolerance approach to aggressive, violent or threatening behaviour towards children, staff and other members of the Nursery Community.
- We ask that visitors do not take photographs of children unless they have permission to do so from the Manager and they have checked with the child's parent/carer as this may breach confidentiality regulations.
- Our Practitioners will ensure that no visitors are left on a 1:1 basis with Nursery children unless they have Disclosure and Barring Service (DBS) clearance.

Criminal Record Bureau Checks

- Visitors, who are in Apple Blossom Nursery for a one-off visit, will come under the Regulated Activity Criteria and will need to be chaperoned.
- Visitors who are in Nursery more than 3 times in a one-month period will need to supply Apple Blossom Nursery with their enhanced Criminal Record Bureau (CRB) number before the 4th visit and undergo the relevant DBS checks.

As we rent the playroom from the Church and share some facilities with them, our rental contract includes the agreement of all Church users to abide by our Visitor Policy and Code of Conduct at all times when the children are present on the site.

Code of Conduct for Visitors

Please would all visitors to the setting adhere to the following during opening hours:

- All visitors should be accompanied by a member of staff.
- Please treat all children and adults with respect and speak to them politely.
- No smoking or e-cigarettes anywhere on site.
- Please use appropriate language in front of the children.
- Mobile phones/cameras/smart watches should not be used in the setting, if you need to take/make a call please do so outside of the nursery.
- Please speak to a member of staff immediately if you have any concerns about any aspect of Apple Blossom Nursery.

Thank you for your cooperation