

Our Lady Star of the Sea Catholic Nursery Policy and Procedures on visitors to the nursery

Mission Statement

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

To ensure the safety of all children and staff the following procedures must be adhered to at all times:

- Nursery entrance will remain locked at all times.
- Late arrivals must ring the bell.
- All Nursery gates are padlocked. These must be checked daily as part of risk assessment to ensure they are working properly.
- Nursery doors are security coded. No person other than nursery/school staff must be given the codes.
- Electronic release button gives access to parents and visitor and can only be operated by staff from inside the building.
- All members of staff should be alert and challenge, in a courteous manner, any strangers they may see unaccompanied on the nursery/school premises.
- Signs clearly direct any visitors, such as parents, sales people, assessors and inspectors, outside contractors, etc to the nursery office. The entrance to the nursery is security coded and provides a secure lobby for waiting.
- Any visitors/volunteers spending time in nursery, such as parents, sales people, assessors, inspectors, outside contractors must fill in the visitor's book on arrival and departure and wear identification badges.
- Parents who are seeing staff at the beginning and end of the nursery day must access the nursery via the secure nursery entrance and lobby, which must not be left unattended by the staff member.
- The Health and Safety Officer **Mrs. B. Draper** shall, upon any incident involving an unwelcome visitor or a visitor reassess the policy on which doors are opened at which times, and on signage. In addition, once a year, the Nursery Supervisor will review this policy even if there has been no incident.
- The review shall include an analysis of each door which gives access to the nursery buildings from the outside and each entry point into the outer nursery grounds.
- A written record will be kept of all visitors to the nursery and the reason for the visit. The visitor's book is kept in the main entrance area to the nursery.

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Signature of Chair of Committee members: _____ **Date:** _____

Signature of Nursery Supervisor: _____ **Date:** _____