



## Visitor Policy

Wise Owls Nursery School happily welcomes visitors. However, at times limitations may be placed to protect the children and staff and also to avoid any unnecessary disruption. We advise visitors to book in advance to ensure a suitable member of staff is available to accommodate the visit. Only the nursery Directors have the authority to determine which visits are to be permitted.

### **Right to refuse entry.**

Wise Owls Nursery School reserves the right to refuse entry to any person, if there is reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

Visitors must be accompanied by a member of staff at all times whilst within the nursery. A member of senior management must advise the visitor of all fire exits and explain if there is a planned fire drill for that day.

### **Security on door and within the setting**

- Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorised persons to collect must be checked on Family (within the contact page).
- Visitors to the setting must be signed in and recorded in the Visitor book (Information will be destroyed after 28 days).
- Peripatetic visitors must submit their DBS number and the date validity must be checked prior to their first visit and every six months.
- Visitors must be accompanied by a member of staff while on the premises at all times.
- Wise Owls Nursery School will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members, and parents.