St. Joseph's R.C. Primary School and Nursery

Nursery visitors Policy

September 2026

Review: September 2027

Policy Review

This policy will be reviewed in full by the Standards, Safeguarding and Curriculum Committee.

The policy was last reviewed and agreed by the Standards, Safeguarding and Curriculum Committee in September 2026.

It is due for review in September 2027.

Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026
Chair of Governors



1. Introduction

St. Joseph's Nursery warmly welcomes visitors and operates an open-door policy. However, there may be occasions when restrictions are necessary to protect the safety and wellbeing of children, staff and visitors, or to avoid unnecessary disruption to the nursery.

Visitors are advised to make an appointment in advance wherever possible to ensure that an appropriate member of staff is available to meet with them.

The **Head Teacher, Hayley Francis**, and **Nursery Manager, Ashleigh Thompson**, have the authority to determine whether a visit is appropriate and whether access to the nursery premises should be permitted.

The nursery reserves the right to refuse entry to any person where there are reasonable concerns regarding their identity, purpose of the visit, or the safety and wellbeing of children, staff or visitors.

2. Parents and Separated Families

Where parents are separated, both custodial and non-custodial parents have the right to visit the nursery unless a court order or other legal restriction prevents or limits their contact with the child or access to the nursery.

The nursery must be informed of any relevant court orders or legal restrictions and will follow these accordingly.

3. Visitor Identification and Signing In

All visitors must follow the nursery's visitor procedures:

- Visitors must report to the main school office on arrival.
- Visitors must sign in before entering the nursery.
- Visitors must have their photograph taken for a visitor identification sticker.
- The visitor identification sticker must be worn visibly on the visitor's outer clothing at all times while on the premises.
- Staff must check the identity of any visitor they do not recognise before allowing them to enter the premises.
- Visitors must return their visitor identification sticker and sign out when leaving the premises.
- All visitors must be accompanied by a member of staff while they are within the nursery premises.

4. Safeguarding and Security

The safety and safeguarding of children is the nursery's highest priority.

- Visitors must not enter the nursery unaccompanied.
- Any visitors must not allow another person to enter the premises, even if they know or recognise that person.
- Staff must ensure that visitors are appropriately identified before granting access.
- Collection passwords and details of authorised persons collecting children must be checked against the information held in the child's personal records.
- Professionals and regular visitors who require access to the nursery must provide their DBS details where applicable. The nursery will check that the DBS information provided is valid and appropriate for the individual's role.
- Visitors must wear their identification badge/sticker at all times while on the premises.
- The nursery will maintain appropriate security measures at doors and other points of entry.

5. Fire Safety

On arrival, the Nursery Manager or accompanying member of staff will:

- Inform visitors of the location of the relevant fire exits.
- Explain the nursery's fire evacuation procedures.
- Inform visitors if there is a planned fire drill that day.

Visitors must follow the instructions of staff in the event of a fire alarm or emergency evacuation.

6. Conduct of Visitors

All visitors are expected to behave appropriately and respectfully while on nursery premises.

St. Joseph’s Nursery will not tolerate any form of harassment, intimidation, threatening behaviour or inappropriate conduct by visitors or other third parties towards children, staff, parents or other visitors.

The nursery reserves the right to ask any person to leave the premises where their behaviour is considered inappropriate, disruptive or presents a safeguarding or security concern.

7. Regular and Professional Visitors

Professionals and regular visitors must comply with the nursery's safeguarding and identification procedures.

Where required, appropriate DBS information must be provided and checked before access is permitted. Visitors must remain accompanied by a member of staff unless the nursery has specifically authorised otherwise in accordance with its safeguarding procedures.

8. Right to Refuse Entry

St. Joseph’s Nursery reserves the right to refuse entry or restrict access where there is a reasonable concern about:

- A person's identity;
- The purpose of their visit;
- The safety or wellbeing of children, staff or visitors;
- A person's behaviour;
- Compliance with safeguarding procedures; or
- Any legal restriction affecting access to the nursery.

Any decision to restrict or refuse access will be made by the Head Teacher or Nursery Manager, or by an appropriately authorised member of staff acting on their behalf.

9. Review

This policy will be reviewed regularly to ensure that it remains appropriate, effective and consistent with current safeguarding and security requirements.