

St. Joseph's R.C. Primary School



Nursery visitors Policy

September 2025

Review: September 2028

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 on 28th November 2022.

It is due for review in November 2028.

Hayley Francis

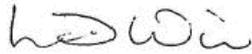
Date: 11th September 2025

Head Teacher



Lindsay Wise
of Governors

Date: 11th September 2025



St. Joseph's Nursery happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

Head teacher, Hayley Francis and Nursery Manager, Emily Lerego, have the authority to determine which visits are to be permitted.

St. Joseph's Nursery reserves the right to refuse entry to any person, which we may have 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.

All visitors should wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the nursery. The Nursery Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day. **Security on door and within the setting**

- Visitors must report to the school reception on arrival, sign in, and have their photo taken for a visitor I.D sticker, which is to be worn on their outer clothing.
- Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises, checking their I.D sticker.
- Passwords for collection and authorized persons to collect must be checked within children's personal folders on nursery in a box.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must always be accompanied by a member of staff while in the premises.
- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

Written by: Emily Lerego (Nursery Manager)

Date: September 2025

Reviewed by: Emily Lerego

DRAFT