



STARFISH NURSERY

VISITORS POLICY

Starfish Nursery enjoys the input of visitors to broaden the experiences of the children.

From time to time, inspectors and other agency visitors are welcomed into Starfish Nursery.

Procedure:

1. No visitor is left alone with the children at any time.
2. Visitors will not accompany children in the toileting areas.
3. All visitors must have a suitable reason for being in Starfish Nursery.
4. Visitors to sign in at the desk stating arrival time, reason for visit, and then record departure time.
5. No visitor will be admitted if thought to be under the influence of drink, drugs or appears to be ill.
6. Admission is at the discretion of the Nursery Manager or her Deputy.
7. No visitor may smoke on the premises.
8. Visitors will be instructed on evacuation procedures.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: