

Visitors Policy



Implementation Date	March 2025
Review Date	March 2028
Reviewer	Liam Donovan/Alison Lapihuska/Kirsty Nakabale

Policy

Longwood welcomes visitors and operates an open-door policy for legitimate visitors with genuine reasons to be on site. Our fundamental priority is for the safeguarding, security and safety of our children and staff. All staff and visitors have a duty of care to keep children safe, this means they should act in a way that is consistent for the children's welfare and safety.

Longwood reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity or if there is uncertainty as to the purpose of that persons visit. If an unexpected visitor has no suitable reason to be on the school/nursery premises, they will be requested to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the member of staff in charge should telephone the police immediately. In instances where parents/legal guardians are separated and have parental responsibility, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

Official visitors will be asked to prove their identity and all visitors should wear a badge to identify themselves to staff, parents and children. Visitors must always be accompanied by a competent member of staff whilst within or on nursery premises. At no times should a visitor be left unaccompanied and should never be left alone with a child, unless under specific circumstances arranged previously with the Head Teacher / Nursery Manager, i.e. under law enforcement. The Head Teacher/Nursery Manager must advise all visitors of all fire exits and explain if there are any planned fire drills for that day.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the nursery building.
- No visitors are permitted to move freely around the setting unaccompanied, unless that person is on the premises in a direct professional capacity. i.e., Regulatory Inspector or direct employee of Longwood.
- All external doors must remain locked or secured and external gates closed for the prevention of risk of intruders and or children exiting
- All internal doors and gates must remain closed at all times.

Visitors Policy

- Parents, visitors and students are reminded not to allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.
- Visitors are expected to conduct themselves appropriately, in a manner in which presents suitable to children

Procedure

- All visitor's identity must be confirmed by a member of staff
- Visitors to the nursery must be recorded in the visitors' book. Including time in and the time they leave
- All visitors must be issued with a visitors' badge on arrival. This must be worn for the entirety of the visit and must be visible to identify themselves as a visitor. The visitors badge must be returned on departure.
- Visitors are not permitted to have or use their mobile phones, or any type of recording device whilst on school/nursery premises (this includes smart watches and AI Smart glasses), unless authorised by the Nursery Manager/ Head Teacher. Staff must ask visitors to remove these devices upon entering the room with children. Such devices must only be used in designated areas.
- Visitors should not have access to personal photographic equipment whilst on school/nursery premises, unless in a professional capacity
- The term "visitor" refers to any person not directly employed to work at the setting, including, parents, prospective parents, contractors, regulatory bodies and other professionals
- At times limitations may be placed during visits to protect the children and staff, and to avoid any unnecessary disruption, as well as the discretion to set any appropriate conditions on the nature and extent of visits.
- We would advise visitors to book in advance to ensure a suitable member of staff is available.
- In exercising our discretion, Longwood will consider the purpose of and extent of such visits, the impact of the visitor's presence and the relationship of any visitors to the children.
- Spontaneous visits are permitted only in exceptional circumstances.
- Through due diligence, external guest speakers will be vetted to ensure that content is appropriate.
- Where appropriate, a risk assessment will be created to mitigate risk.

Linked Policies

Safeguarding & Child Protection Policy

Emergency Lockdown & Intruder Policy