



Safeguarding children

1.9.2 Monitoring who is in the building: policy and procedures

Policy statement

We want everyone who visits the nursery to be made to feel welcome, but we also want to ensure that no-one can gain access to the premises unless under very close supervision, or to be left on their own with the children.

Monitoring who is in the building

To ensure we always know exactly who is in the building we:

- Keep external doors securely shut at all times.
- Insist that only staff (and not parents) open the front door.
- Chaperone visitors at all times.
- Follows strict rules on the drop-off and collection of children by parents (See 'Arrivals and collection policy').
- Record the arrival and departure times of children in the Family register (which is completed by a senior member of the team).
- Record the arrival and departure times of all adults – staff, volunteers – on the staff sign-in register on Family
- Record the arrival of visitors in the paper our visitors' book.
- The times of child inductions are put in the Family diary and the classroom diary, so the classroom team know who to expect.
- The times of external visits are put on Google calendar. The Manager tells the classroom team when appropriate.

What to do when a visitor calls

- All pre-planned visits to the nursery (including those of parents) are entered onto the Family and classroom diaries so we know to expect them.
- When an expected visitor calls they are asked to wait on the doorstep for the member of staff they are visiting to collect them.
- When a visitor calls unexpectedly, staff should take the name of the person being called on, and ask the visitor to remain on the doorstep, reclose the door and find the appropriate member of staff (usually the senior member of staff).



- **Unexpected visitors are not allowed to wait in the hall unaccompanied. This rule applies to Ofsted inspectors, who must wait outside until the senior is ready to meet them.**
- All visitors, expected or unexpected, must sign in using the visitors' book (which is stored in the classroom or in the corridor). The only exception to this rule are delivery personnel.
- When on the premises, visitors must be accompanied by the member of staff being visited at all times. This rule includes escorting to and from the toilet. This obligation on staff is only superseded if there is a threat to the children which must be dealt with immediately.
- The visitor must sign out using the visitor's book before they leave. We need a written record of who has visited the nursery and for how long.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	