



## Procedure for Nursery Visitors with Children


### Purpose

Acorns 2 Oaks aims to provide a secure environment and has the following procedure in place to ensure that past and prospective children can safely visit the settings.

### Procedure

- On arrival, ask the visitors to sign in the visitor's book and provide them with a visitor's badge
- Accompany the visitors around the setting, staying with them at all times
- Ensure that the child/ren visiting remain with their Parent/Carer throughout the visit
- On leaving, escort the visitors into the Nursery foyer
- Return the visitors badge to the office
- Ask the visitors to sign out

*A copy of this policy can be obtained from the Nursery Offices or downloaded via the intranet.*

<b>Reviewed by:</b> Beverley Noble	<b>Signed:</b> 	<b>Date:</b> Sept 2020 Review: Sept 2021
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