



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

This policy will be reviewed when changes arise. A copy of this policy can be obtained from the Nursery Offices.