



NS28 Visitor Policy Little Stars Day Nursery

Change Control

Policy Name and Reference	Visitor Policy (NS28)
Version	V1.11
Name of Responsible Committee	Health, Safety & Wellbeing Committee
Job Title of Responsible Author	Nursery Manager
Date First Issued	October 2012
Date Current Version Issued	February 2025
Date of next Planned Review	February 2026

Revision History

Version	Date	Type of Amendment	Amendment Details
V1.0	Oct 2012	New	New
V1.1	Sept 2013	Annual Review	Reviewed
V1.2	Oct 2014	Annual Review	Reviewed
V1.3	Oct 2015	Annual Review	Reviewed
V1.4	Oct 2016	Annual Review	Reviewed
V1.5	July 2017	Annual Review	Reviewed
V1.6	July 2018	Annual Review	Reviewed
V1.7	June 2019	Annual Review	Reviewed
V1.8	Oct 2020	Annual Review	Reviewed
V1.9	Oct 2021	Annual Review	Reviewed
V1.10	Oct 2022	Annual Review	Reviewed
V.11	Feb 2025	Annual Review	Annual Review

Visitor Policy

- Little Stars Day Nursery will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes. This is done when entering the nursery and visitors are asked to sign in. Once the visit has finished they are also asked to sign out too.
- All visitors will be welcomed and their enquiries dealt with as soon as possible.
- Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children.
- Whenever possible visitors should make an appointment to visit the setting. Visitors will be requested to sign in and out of the premises, giving their reason for the visit. They must also wear a visitors lanyard.
- The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.

If a visitor calls unannounced;

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them.
- Explain that the setting is busy and they may have to wait until a staff member is free to assist them. Provide the option of waiting or making an appointment.
- In all cases, ensure that the visitor's book has been signed and procedures explained.
NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

