Visitors Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

Primary person responsible for the implementation and monitoring of this policy:	Ben Murray, Nazish Usman, Joanne Allen
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Pippa Pop-ins®
Nursery Schools

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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 Under this policy all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts are collectively referred to as '**staff**'.

1.3 This policy applies to anyone who is not a member of staff but is an invited visitor to the nursery (e.g., prospective parent, contractor, guest, health professional).

1.4 This policy does not form part of any contract and Pippa Pop-ins may amend it at any time.

2. Policy Aims

2.1 The aim of this policy is to ensure the security and welfare of children is not compromised at any time, and that all visitors of Pippa Pop-ins comply with the below guidelines.

2.2 Pippa Pop-ins is deemed to have control and responsibility for children anywhere on the nursery site during nursery hours and so it is Pippa Pop-ins' objective to establish a clear protocol and procedure for the admittance of external visitors to the nursery which is understood by all.

3. Visitors invited to the nursery

3.1 Where possible, permission should be granted by the Head of Nursery before any visitor is asked to come into the nursery

3.2 All visitors must ring the intercom and speak to the Head on arrival and must not enter via any other entrance.

3.3 All visitors must state the purpose of their visit and who has invited them.

3.4 They should be ready to show formal identification where appropriate.

3.5 All visitors will be introduced to the Head and asked to sign into the visitors log.

3.6 The Head will issue each visitor with a visitor lanyard and inform the visitor about the procedures to follow in the event of a fire alarm/drill and if they feel unwell.

3.7 The Head will show the visitor where the toilet facilities are and explain that, as per the nursery's Personal Devices and Social Media Policy, they are **prohibited from using their personal devices inside the nursery premises and grounds**.

3.8 Visitors will then be escorted to their point of contact or their point of contact will be asked to come to receive the visitor.

3.9 The contact will then be responsible for them while they are on site.

3.10 **At no point should a visitor be left on their own with children** (if the visitor is meeting a member of staff).

3.11 On departing the nursery, visitors should leave via the front door, sign out of the visitors log and return their visitor lanyard.

3.12 Visitors must ensure than on entering and exiting the nursery, all gates and doors are closed behind them.

4. Visitors whose purpose is to work with the children in some capacity

4.1 Visitors may work with children in a variety of capacities, for example, if they are health professionals or from Children's Services.

4.2 Staff should ensure that all normal visitor policy requirements are followed.

4.3 Any visitor who is not DBS checked must not be left alone with a child at any point. This includes whole class or small group teaching or one to one interviews of children.

4.4 If a visitor has DBS clearance they may work with children unaccompanied by another member of staff. At times this may be speaking with a group of children or a one to one interview. This must be agreed in advance with the Head of Nursery.

4.5 Regular visitors to the nursery must have DBS clearance

5. Unknown/uninvited visitors to the nursery

5.1 Any visitor to the nursery site who is not wearing a visitors badge should be challenged politely to enquire who they are and their business on the nursery site.

5.2 They should then be escorted to the front desk to sign in using the visitors log and be issued with a visitors lanyard, having provided details of who their nursery point of contact/who they are visiting.

5.3 The point of contact should then be contacted and asked to meet the visitor at the front desk.

5.4 In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of Nursery should be informed immediately.

5.5 The Head of Nursery and/or members of the Senior Management Team will consider the situation and decide if necessary to inform the police.

5.6 If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.