

# Wonderland Day Nursery and Pre-School

# The Old School,

# Gundry lane,

# Bridport

# Dorset

# DT6 3RL

# Telephone: 01308 421731

# Registered with Ofsted Reg no 139373

# Email: wonderlandnursery@tiscali.co.uk

Supervision of Visitors

At Wonderland Day Nursery we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors’ book on arrival and departure. Where applicable, visitors’ identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

**Security**

* Staff must check the identity of any visitors they do not recognise before allowing them into the main rooms. Visitors to the nursery must be recorded in the Visitors’ Book and accompanied by a member of staff at all times while in the building
* Staff only answer the doors to visitors once they are deemed confident to do so my management.
* All external doors must be kept locked at all times and external gates closed and locked securely.
* Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the rooms.

The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances