**Visitors & access to children Policy**

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The safety and security of the children in the care of the nursery is of paramount importance.

In view of this we will take practical steps to ensure that the adults who have access to children are strictly vetted and monitored as appropriate.

At our Wythenshawe nursery, we have a fingerprint recognition system in place to ensure that access to the childrens areas is only available to authorised persons.

In line with Ofsted guidance a staff member will occasionally begin work while the screening process is underway. In this case it is the manager’s responsibility to undertake an action plan and authorisation, and to ensure that the staff member is supervised at all times.

Our nursery has in place a Visitors Book which must be completed by all adults visiting the building (with the exception of staff on duty and Parents/Carers picking up or dropping off their child/ren). It is the greeting staff’s responsibility to ensure that the Visitors Book is completed.

Steps are taken to ensure that any maintenance work will be done outside of the day care hours; however it is acknowledged that this cannot always be achieved. In all cases, maintenance and repair personnel must sign the Visitors Book, and must be supervised by staff at all times when they have access to children.

If you have any concerns regarding this policy please discuss them with the manager.