



VENN BOULEVARD NURSERY

VISITORS POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2021	1.1
Gill Brigham	Venn Academy	Sept 2023	1.2

Policy Statement

We maintain the highest possible security and visitor checks on our site to ensure that all children are safe and secure in our environment.

Procedure

- All visitors on the site will need to sign in at the main school office.
- They will be handed a lanyard which will identify if they have a DBS clearance check, green – checked and seen and red – no DBS clearance.
- They will be handed out a safeguarding leaflet when signing in.
- If red the visitor will not be left unattended during their visit in school.
- The visitor will be asked to read and sign the school procedures for child protection and fire evacuation.
- Some visitors that cannot provide DBS and need to be left alone, e.g. a social worker wanting to work with a child alone, will be turned away.
- The visitor's badge which must be worn at all times when on site.
- The office staff will contact the Nursery and a member of Nursery staff will go to greet the visitor, if staffing will not allow a member of the admin team will walk to the visitor to the Nursery.
- When the visitor enters the Nursery, they will be signed in on the Register.
- No visitor will be left unsupervised with children.
- All visitors need to report back to the school office to sign out before they leave the site.

Adult volunteers/Work Experience

- The Venn Boulevard Centre has a clear policy stating the procedures for adult volunteers/work experience children and students. A Risk Assessment will be written for each volunteer and the Nursery Manager will sign to agree that this person will not be left unsupervised with any child.

Written by: Claire Goodaire & Gill Bringham

Reviewed: September 2023

