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| 01 | <p>First Steps Childcare Ltd happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and also to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.</p> <p>Manager Ruth Garland-Davies (or in her absence, the Settings Manager Claire Jessop) has the authority to determine which visits are to be permitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 02 | <p>First Steps Childcare Ltd reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the setting, unless a court order is placed restricting such contact or accessibility.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 03 | <p>All visitors should wear a badge to identify themselves to staff at all times whilst within the setting. The Nursery Manager must advise all visitors of all fire exits and explain there are no planned fire drills for that day.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 04 | <p><b>Security on door and within the setting:</b></p> <ul style="list-style-type: none"> <li>• Staff MUST check identity of any visitors they do not recognise before allowing them to enter the premises.</li> <li>• Passwords for collection and authorised persons to collect must be checked within children's enrolment folders.</li> <li>• Visitors to the setting must be signed in and recorded in the visitor's book.</li> <li>• Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.</li> <li>• Visitors must be accompanied by a member of staff while in the premises at all times.</li> <li>• Parents, students or visitors are reminded not to allow entry to any person, whether they know this person or not.</li> </ul> <p><b>The setting will under no circumstances tolerate any form of harassment and unappropriated language from third parties, including visitors, toward others, including children, staff members and parents.</b></p> |

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| Prepared by | First Steps Childcare |
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