

# Razzy's Daycare & Nursery

## Supervision of Visitors Policy



Date of Issue: December 2025

Review Date: December 2026

### Introduction

At Razzy's Daycare & Nursery, the safety and well-being of our children are central to everything we do. As part of creating a secure and welcoming environment, it is important that all visitors to the nursery are managed appropriately and supported while on the premises. This policy outlines how visitors are supervised to ensure children remain safe and daily routines are not disrupted. It aligns with the Early Years Foundation Stage (EYFS) Statutory Framework 2025, safeguarding requirements, and relevant guidance, and reflects our commitment to maintaining high standards of care, professionalism, and accountability.

### Legal and Regulatory Framework

This policy has been developed in accordance with the following legislation and guidance:

- The Early Years Foundation Stage (EYFS) Statutory Framework 2025
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education (KCSIE) 2025
- Health and Safety at Work Act 1974
- The Children and Families Act 2014

Compliance with these frameworks ensures that all visitors are managed safely and that children's welfare is always prioritised.

### Visitor Procedures

All visitors to Razzy's Daycare & Nursery must sign the visitor's book upon arrival and departure. This includes prospective parents, professionals such as local authority staff or therapists, community visitors such as librarians, contractors completing work, and delivery personnel. Where possible, visitors are asked to book in advance so that staff can make the necessary arrangements for their supervision.

Visitors attending in a professional capacity will have their identity verified and, where applicable, safeguarding checks confirmed prior to their visit. Each visitor is provided with a visitor badge, which must be worn at all times to distinguish them to staff, children, and parents. All visitors are informed of relevant nursery policies and are required to adhere to them throughout their time on site.

### **Supervision and Responsibilities**

Visitors are supervised at all times by a member of nursery staff, and they are never left alone with children unless specific arrangements have been agreed with the Nursery Manager. Staff are responsible for ensuring that children are kept safe while visitors are on the premises and must report any concerns immediately to the Nursery Manager. In situations where a visitor behaves in a manner that compromises safety or breaches safeguarding requirements, the Nursery Manager will intervene immediately and may escalate the matter to the police if necessary.

### **Security of Premises**

To ensure the security of children and staff, all external doors remain locked when not in use, and gates are kept closed. Internal doors and gates are kept secure to prevent children from leaving the nursery unattended. Staff, parents, and visitors are reminded not to allow entry to anyone without verification of identity, and only authorised staff may permit access to the building. The nursery maintains a zero-tolerance approach to harassment or aggressive behaviour from any visitors, and police intervention will be sought if required.

### **Record-Keeping**

Visitor logs, including arrival and departure times, identity verification, and any incidents during the visit, are maintained securely and are available for inspection. Any breach of the policy or safeguarding concerns raised during a visit are documented and reviewed by the Nursery Manager to ensure continuous improvement in the management of visitors.

### **Monitoring and Review**

The Nursery Manager is responsible for ensuring this policy is implemented consistently and effectively. This includes monitoring visitor supervision, reviewing records, and updating procedures in line with EYFS 2025 requirements, safeguarding guidance, and best practice. This policy is reviewed annually or sooner if legislation, guidance, or nursery operations change.

*Razzy's Daycare & Nursery is committed to providing a safe, secure, and welcoming environment for children, staff, parents, and visitors. By following this policy, we ensure that all visitors are properly managed and that children's welfare is consistently protected.*