



VISITORS TO YORK CHILDCARE NURSERIES POLICY

The following guidance is for visitors to York Childcare (YC)

Staff on maternity leave and former employees of YC fall within the category of visitors.

- No casual visitors are permitted apart for emergencies.
- All visitors are required to pre book an appointment with a member of staff usually the Manager, Deputy Manager or Team Leader.
- These arrangements may need to be changed at short notice if circumstances dictate within the nursery.
- All visitors must sign the Visitors Book showing their time of arrival and departure.
- All visitors must be accompanied by a member of staff at all times in all areas of the nursery.

Visitors are required to follow York Childcare's Health and Safety and Mobile Phone policies whilst on the premises.