



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.

- Unexpected visitors are only permitted in exceptional circumstances.
- All visitors are required to pre-book an appointment with a senior member of staff. These arrangements may need to be changed at short notice if circumstances dictate within the nursery.
- Visitors ID must be checked and recorded on the visitors signing in sheet including the time of arrival and departure. This must be initialled by a member of staff to verify checks have taken place.
- All visitors must be accompanied by a member of staff in areas of the nursery where children are present.
- Staff must regularly check in with contractors in the areas they are working to ensure Health & Safety Policy and Procedures are adhered to.
- Visitors are not permitted to use a mobile phone or any other device which can take images of children whilst on the premises.
- Visitors will be asked to leave the premises should they require use of their mobile device.

Contractors

Contractors working on the premises must follow the procedures outlined above.

Contractors are required to share their risk assessment. Additionally, a setting risk assessment must be completed for each visit. (If there are no changes of circumstance the same one may be re-used on more than one occasion.)

If it is necessary to take photographs as part of the work being undertaken (e.g. of a particular part of the building or of a piece of equipment) this must be done in full view of an accompanying member of staff.

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