



# The Federation of Duke Street and Highfield Nursery Schools

## **Admission of Visitors to School Policy**

Policy Leader / DSL / EHT*	<b>Susan Conron, Executive Headteacher and DSL</b>
Last Updated by School	<b>02.10.24</b>
Approved by the Governing Body	<i>Approved by staff body</i>
Communicated to staff via email	02.10.24

The purpose of this policy is to ensure robust Safeguarding is practiced for gaining access to the premises, for all visitors to Duke Street & Highfield Nursery School Federation, and clear rules are set out below to assist in achieving this.

1. All visitors must report to the front office and speak to a member of staff.
2. All visitors must sign the visitors' book appropriate to whom they are visiting, their company and the time of arrival
3. All visitors will be issued with a visitors badge and should wear the badge so it will be clearly visible.
4. Unaccompanied visitors are not to be brought into setting and left. If a show around arrives in reception a member of SLT will introduce and accompany them on their visit on site.
5. Representatives of agencies who are regular visitors and are issued with their own corporate ID badges will be expected to have them clearly displayed. It is the responsibility of School management to contact the offices of these agencies to verify DBS clearances.
6. Any visitor for whom providing DBS information is delayed, will be communicated to all staff and will wear a red lanyard for easy identification purposes. These visitors are not left alone with children at any time.
7. Records of the above DBS numbers will be kept on a Single Central Record at Nursery School and will be signed off to confirm that the originals have been witnessed.
8. Access will be denied to anyone who we believe to be under the influence of alcohol or drugs.
9. Visitors will be required to sign out before leaving the premises.
10. Contractors carrying out building work must adhere to all of the above, complete a contractors' risk assessment and, where necessary, will be escorted when inside the building.
11. The Federation have a responsibility under Lancashire County Council Vetting and barring regulations to refuse access to the premises to anyone who fails to comply with this policy.

We strive to provide a safe and healthy environment for our children and everyone who uses this nursery. It is our policy and a legal requirement, that no alcohol or drugs are allowed on these premises.

**Please help us to keep the children safe by observing this guidance.**