

Seedling Nursery

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Seedling Nursery Leamington Spa
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Visitors Policy

Seedling Nursery recognises its responsibility towards ensuring the health and safety of everyone who comes directly or indirectly into contact with the nursery or the consequences of our activities (parties). It is committed to providing as far as reasonably practicable a safe environment for employees, children and lawful visitors.

This policy is important not only for security and health and safety reasons but also for the control and guidance of visitors on our premises.

Key Legislation A) Health and Safety at Work Act etc. (HASAWA) 1974, Section 3 This act states that we have a duty to ensure the health, safety and welfare of people who are not in our employment but who may be affected by the activities of our undertaking. This therefore includes children and visitors.

Management of Health and Safety at Work Regulations

These require that visitors are given appropriate information and instructions regarding relevant risks to their health and safety.

Definitions - for the purpose of this policy

- Visitor - this may include parents/carers dropping off/collecting children,
- parent/carers involved in Seedling Nursery activities and/or personnel visiting Seedling Nursery for Business reasons.
- Parties and room hire - all people attending for these reasons.

General Statement

Seedling Nursery is committed to providing as far as reasonably practicable a safe environment for employees, children and lawful visitors. The Seedling Nursery Manager has overall responsibility for children who attend the Nursery and visitors both within Seedling Nursery premises or involved in Seedling Nursery activities. Any special arrangements required by children / visitors must be ascertained before arrival and suitable adjustments made, where possible .

Seedling Nursery employees must take responsibility for children and or visitors in their care and should ensure that the requirements of this policy are adhered to at all times.

Equipment must always be used safely and left in a safe condition.

Activities must always be planned, in relation to health and safety, and risk assessments completed and appropriate control measures put in place. (see Risk Assessment Policy).

Visitors Procedure

All visitors must report to reception and sign the Visitor's Book on arrival and departure. When signing the visitor's book the visitor will be asked to read a code of conduct which highlights our expectations of them whilst they are within the nursery and/or on the grounds. Visitors will also be made aware of the centre's fire



Seedling Nursery

procedure and exits should the alarm sound. All visitors will be provided with a visitor's badge upon signing in. This will provide identification to staff, parents and children within the Nursery. A member of staff will accompany visitors in the Nursery at all times whilst in the building; at no time will a visitor be left alone with a child. Parents and authorised responsible adults are able to drop and collect children without being accompanied.

Health and Safety/Security

Staff must check the identity of any visitors they do not recognise before allowing them into the Nursery. Visitors to the Nursery must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building. External Contractors must never be left alone with a child/children within the centre. All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.


Visits will be booked, where possible, in advance so the Nursery staff know when to expect them. Visitors must report all accidents or near miss incidents on Seedling Nursery premises / or when taking part in activities to a member of staff.

Visitors must look after their own and others health and safety. Visitors must comply with Seedling Nursery procedures.

The centre will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

Code of Conduct for Visitors

- Please sign in and out of the building and wear a visitor label
- Please stay within the areas that are necessary for your visit
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point (outside left car park) so that you can be accounted for.
- Visitors must look after their own and others health and safety and comply with our procedures
- If you are working with children lead them to safety and inform a member of staff so that registers can be taken.
- Do not take/use images of children unless approved to.
- Do not leave equipment unattended.
- Do not use mobile phones in the presence of children.
- You will be expected to comply with the nursery's confidentiality policy.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Manager (Priscilla Conway) or Andy/Sonia who are the named people for Child Protection in the nursery.

This policy was last updated	Signed on behalf of the nursery	Date for review
Oct 2019		Oct 2020

