



VISITORS POLICY

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VISITORS POLICY

Hatchlings Childcare requires all visitors to comply with policies and procedures, and children's day to day routine.

- We provide a visitors' book for visitors to sign themselves in and out of the Nursery and Pre-School buildings, stating their name, times in and out, the reason for their visit and a space for contact information.
- The visitors' book is situated at the main entrance of the Baby and Toddler Unit.
- Visitors are required to provide information unless they are prospective parents. Anyone wishing to look around the Hatchlings Pre-School are advised to report to the Day Nursery first where a senior person will take them around.
- Visitors are supervised by the Management Team or Senior Nursery Practitioner at all times while on the Hatchlings Childcare premises.
- No person will be allowed to enter Hatchlings Childcare without a prior appointment unless they are an employee of the Wyvern campus, with the exception of Ofsted.
- All outside visitors attending Hatchlings Childcare for a specific theme relayed purpose – ie to be Santa, read stories etc will be expected to produce identification and a valid DBS certificate if applicable.
- All visitors are asked not to use their mobile phones while in any of the Hatchlings Childcare/Hatchlings Pre-School buildings.