



## **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 except under 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.
- 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 not permitted to use a mobile phone or any other device which is capable of taking images of children whilst on the premises.

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

### **Contractors**

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

Additionally, a 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, providing it is signed and dated each visit.)

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

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