

Visitors Protocol.

ALWAYS!

Ask for a form of identification (e.g. I.D. badge)

Ask all visitors to sign in and to wear a visitor's badge whilst on the premises

If you do not recognise a parent/carer picking up a child, always check with another member of staff.

Emphasise to all parents that if their child is to be picked up by another person not known on the pupil profile then they must inform nursery prior to the session so this can then be added to the collections folder.

**A CHILD'S SAFETY IS OUR FIRST
PRIORITY!!**