



Welcome to Green Roots

Visitors Policy

We offer appointments for visitors at times which would have the least disruption for the children. We will be unable to accept visitors who are not known to us without prior arrangement. Visitors will not be taken beyond the reception area unless necessary. For all visitors entering Green Roots premises we would like you to follow our guidelines that have been set in our policies and procedures. This is to ensure the safety and wellbeing of all the children in our care, team, parents/guardians and other visitors.

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists.
- A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.
- Refrain from using all types of mobiles and cameras whilst on the premises except in the reception area.
- Do not open or hold doors open for people entering the building as they need to use the security procedures in place.
- If the fire alarm sounds whilst you are accompanying your child your child remains in your supervision and you will need to follow instruction from the Green Roots team, if you are not with your child please use your nearest exit to the car park and we will bring your child to you.
- If whilst at Green Roots you are involved in an accident or incident you must immediately inform the Manager and complete the relevant paperwork.
- Green Roots has a no smoking policy on our premises which include our garden and car park.
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.