

Mad Hatters

Visitors Responsibilities

In the interests of safety, visitors to the premises have a duty to comply with company safety procedures and must enter their details in the visitors' book on arrival and departure.

Vehicle Parking

- All vehicles must be parked appropriately on the drive, allowing other visitors and parents to access the driveway.
- We ask visitors who are here for the day for example, agency workers to park locally due to allowing parents to use the driveway to pick up and drop off their
- Please ensure that your vehicle does not obstruct access routes for emergency services and/or emergency exits.
- If in doubt please ask the person you are visiting.

Health and Safety

- Personal protective equipment and/or clothing may be provided for your protection. If so please follow the instructions for use provided.
- Please do not enter any area of the premises unless you have permission from authorised personnel.
- Accidents to visitors or contractors must be reported to company personnel without delay.
- Under no circumstances are weapons allowed to be brought on to nursery premise.

Fire Procedure

- In case of fire please read the nearest fire procedure notice and follow the instructions given.
- Please do not smoke, nursery has a strict "No Smoking" policy.

Security

- Authorised personnel must grant permission before any article is removed from the company's premises.
- No visitor should enter the company premises unaccompanied unless previously authorised to do so.
- Visitors will be asked for their ID before entering the building.
- Please ensure all mobile phones with a camera are kept away in a bag or pocket, and should not be used on premise. If this is not adhered to visitors will be asked to sign their phone into the office. Nursery accepts no responsibility for damaged/misplaced/lost personal belongings.

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- Any visitor who will be working in the rooms with the children for example, agency staff, will be asked to leave the phones in the staff room for safeguarding reasons. If this is not adhered to the visitor will be asked to leave.
- This company operates a “Spot Check” system for searching visitor’s bags and vehicles.

Visitors Safety Rules

In order for our company to comply with current Health and Safety Regulations the following procedures have been drawn up.

They provide guidelines for the safety of visitors to the premises and place certain duties on both visitors and employees.

Please do not enter the building if you have had a positive COVID PCR test, or lateral flow, or waiting results. Face masks are not essential however, you are welcome to wear them.

Visitors will not be allowed to enter the rooms, unless they are from an agency to support a child’s learning, an assessor or OFSTED.

All visitors are asked to wash their hands or use the hand sanitizers available on arrival.

Employees Responsibilities

In the interests of visitor safety all employees of the company should strictly adhere to the following instructions.

- When expecting a visitor you should be present in reception in good time so that your visitor is not kept waiting.
- Ensure that your visitor/s enter their details in the visitors book.
- Ensure that visitors read the relevant procedures e.g. Fire Procedure, and follow instructions where necessary.
- Ensure that visitors remain in reception until collected.
- Any accidents to visitors should be reported according to company accident reporting policy.
- Always ensure that a company representative accompanies your visitor/s.
- Ensure that your visitor/s sign out before leaving the premises.

NEVER LEAVE A VISITOR ALONE!