

Visitors record

Code of contact for visitors:

We are committed to ensuring that all children are safeguarded whilst in our care.

You can help us to maintain our responsibilities in the following ways:

Please do:

- Show your identity badge to staff and be patient whilst they check with the manager before letting you onto the premises.
- Follow the instructions of the staff on which areas of the nursery you are permitted to access.
- Report to the manager any concerns you may have about staff conduct or children.
- Store your belongings including mobile phone as directed by the staff.

Please refrain from:

- Picking up, comforting, shouting at or disciplining children; please inform staff of any situations you come across that require their attention.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children or parents either in person, on the phone or in writing.
- Discussing sensitive issues within earshot of children.
- Visiting the nursery if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
- Taking photos or videos of children (unless you are on site as the official photographer as arranged by the manager).
- Leaving tools or equipment unattended or within reach of children.

Date	Name/ contact number	Car Registration	CRB number (Where applicable)	Reason for Visit	Visitors code of conduct shared and ID checked by: (Staff Member to sign)	Signature	Time in	Time out