

Visitors and Volunteers

Category: Early Years

Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. Education and Children's Services aim to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

Version Control:

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Visitors & Volunteers

We welcome visitors to our nursery. Whilst visitors are with us it is our responsibility to ensure their safety. Staff should always be welcoming and courteous to visitors.

Security within the nursery is paramount; it is the responsibility of us all to help keep everyone safe. Staff should politely challenge any person within the building if they are unsure of who they are.

All visitors should be asked to report to the office. Out with these hours visitors should be directed to the most senior member of staff on duty.

- All visitors and tradespeople should be asked to sign in.
- Visitors should be given a visitor's badge, which they should wear for the duration of their visit.
- Visitors and volunteers should be made aware of our fire evacuation procedures and their attention drawn to the notices through the nursery areas.
- Visitors and volunteers should at no time be left with children on their own.
- All volunteers who regularly work in the nursery or help on trips will have been screened through the PVG scheme.
- Parents using any 'Parents' Area' should be asked to sign the Visitors' Book/Fire Register.