



We **live love learn**  
together!

2021 | 2022

## Visitors Policy and Procedures

**tca** presents its visitors arrangements and guidance for staff, children and parents/carers.

Address: **Head Office: tca** - The Childcare Academy.  
G8 Shipwright's House  
Queens Dock Business Centre  
67-83 Norfolk Street  
Liverpool, L1 0BG.

Contact: 0151 318 7399  
Email: [Tammy@thechildcareacademy.co.uk](mailto:Tammy@thechildcareacademy.co.uk)  
Web: <https://thechildcareacademy.co.uk>

tca happily welcomes visitors and operates an open door policy. However, at times limitations may be placed to protect the children and staff and also to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

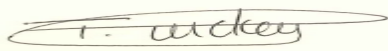
Nursery Lead, **Tamasine Vickery** or in their absence Deputy Lead **Louise Hazley** have the authority to determine which visits are to be permitted.

tca reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

All visitors should wear a badge to identify themselves to staff and parents/carers. Visitors must always be accompanied by a member of staff whilst within the nursery. The Nursery Lead/Deputy Lead must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

### **Security on door and within the setting**

- Staff MUST check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorised persons to collect must be checked within children's personal records.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must always be accompanied by a member of staff while in the premises
- Parents/carers, students or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents/carers.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>January 2021</i>		<i>January 2022</i>