

Code of Conduct for Visitors and Contractors Policy

Date: September 2018

Review Date: October 2019

To ensure the children in our care are kept safe visitors who are wanting to view the nursery will be asked for:

- Your name and address
- The name and age of your child
- A form of photo ID

No persons without prior contact or arrangement with management will be able to enter the setting

At Newton Westpark Nursery 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.
- Sign in on the visitors log book.
- Please wear the visitor badge at all times whilst on the premises that is supplied to you on entry to the building
- Follow the instructions of the staff with regard to which areas of the nursery you are permitted to access.
- Please listen carefully to the brief overview of our vital nursery policies and procedures given by the person in charge; this will include fire procedure, first aid, confidentiality and safeguarding.
- Treat children with respect. Once in the nursery rooms/garden the children needs and interests take priority.
- Respect children's personal space and privacy (the children's bathroom is out of bounds).
- Ask for permission before joining in with children's play. Although some children love to involve an adult in their play it is not always appropriate for any number of reasons. Please ask a member of staff before you play with the children.
- Report to the manager any concerns you may have about staff conduct or children's wellbeing.

Please refrain from:

- Picking up, carrying around, shouting at or disciplining children; please inform staff of any situations you come across that require their attention.
- Making a child sit on your lap or give you a cuddle. They must be given the same respect as adults, as many children are wary of strangers so might be frightened by your attentions.
- Crowding around children as this can feel intimidating to them. Remember that adults appear like giants to children so sit or kneel down to keep on their level when playing or talking with them.
- 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 or other adults.
- Visiting the nursery if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
- Using your mobile, taking photos or videos of children (unless you are on site as the official photographer as arranged by the manager).
- Leaving tools, bags or other equipment unattended or within reach of children.

Management Signature:

Date: