Visitors Policy

All visitors to the nursery must report to reception in the college atrium, the receptionist will then ring through to the Management office to announce who has arrived.

A member of the management team will greet the visitor at the front door.

All visitors are required to sign in on arrival, using the sign in App. A member of the Management team will greet the visitor, explain the fire evacuation procedure, and show them where the fire exits are situated, and where the meeting point is for the nursery.

All visitors will be announced to staff, this ensures that all staff are aware who is in the building in case of an emergency situation arising.

Visitors are required to sign out when they leave the nursery premises, and also to sign out at the reception desk.

Visitors are required to leave all personal belongings in the nursery office and all mobile phones.

All pre-arranged visitors should be asked if onsite parking is required, and if so the organiser of the meeting must book a parking space through the college booking system.

Reviewed August 2021