

Visitors policy

Any visitors to Little Paws nursery will be required to sign in on our daily attendance register, stating their name, reason for visiting and time of arriving and leaving. All visitors will be told of our no mobile phone policy as well as our photograph policy.

No visitor will be left unsupervised with a child for any reason.

If a visitor attends the nursery and does not state their reason for visiting they will be asked to leave and be escorted off the premises. If they refuse to do so the police will be called and an incident report recorded and investigated.

Signed.....manager / owner

Date September 2015

Review date September 2016