



Visitors Policy

The Copper Academy 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.

The Copper Academy reserves the right to refuse entry to any person when 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 Copper Academy, unless a court order is placed restricting such contact or accessibility.

Visitors to the setting must be signed in and recorded in the visitor's log by a member of staff. Visitors must sign their phone in and out of the setting and need to store it in their bag in the designated area, this is the wardrobe in the salon opposite backwash station.

All visitors should wear a lanyard to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the Copper Academy. The Copper Academy manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises. 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, 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.

During a pandemic (e.g. COVID) visitors must use the hand sanitiser provided, or their own, on entering the Academy. They must also wear a face covering or visor. We have the right to refuse entry if we believe a visitor provides a health risk to staff and students.

Written by – Emma Hosie

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