



Old Basing Village Nursery School

Providing outstanding early years care and education from birth to five years old.



www.ldbasingvillagenurseryschool.com



Visitor Code of Conduct

We are very happy to welcome you to Old Basing Village Nursery School and hope that you enjoy your visit. Children's safety and wellbeing is our top priority, therefore, by signing the visitor book you are agreeing to the following code of conduct:

1. Please sign in before entering the building and when leaving. Please leave a telephone number so that we can contact you.
2. The hall and grounds are designated non-smoking areas.
3. If you have your mobile phone with you, please place it in the secure box provided.
4. Please alert a member of staff if you wish to leave the building and do not attempt to leave the building yourself.
5. Whilst you are leaving, please be mindful of children in the vicinity of the door - their comings and goings will take priority over visiting adults.
6. Our children are very friendly and love to say hello. However, it can cause confusion for our little ones when it comes to time to say goodbye. Please alert a member of staff if you feel a child has become particularly attached to you during your visit.
7. Where possible, we avoid allowing visitors to use the toilet or nappy changing areas. However, this can be difficult to avoid during longer visits. If you, or your child, need to use the facilities please alert a member of staff first.
8. Confidentiality is important to us, please be mindful when discussing your visit with the wider community and please do not refer to names of individual children.
9. If you have any questions or concerns about anything you see during your visit, please alert your member of staff.
10. In case of an emergency (such as a fire alarm), our team will manage the safe evacuation of our children - please follow the fire instructions and safety evacuation routes - taking responsibility for any of your own children during this time.
11. For your information our Designated Safeguarding Lead Practitioners are: Victoria, Andy, Emma and Vicky.