

Visitor Policy

1. Purpose

The purpose of this policy is to ensure that all visitors to Playhouse Nursery are properly identified, registered, and supervised while on the premises to maintain the safety and security of children, staff, and property.

2. Scope

This policy applies to all visitors entering Playhouse Nursery, including parents, guardians, contractors, suppliers, and any other external parties.

3. Policy Statement

Playhouse Nursery is committed to maintaining a secure environment. All visitors must comply with the visitor management procedures outlined in this policy. Unauthorized or unregistered visitors are not permitted beyond reception or designated visitor areas.

4. Visitor Management Procedure

a. All visitors must report to the reception area upon arrival.
b. Visitors are required to sign the Visitor Log Book, recording their full name, date, time of arrival and departure, and the purpose of their visit.
c. A valid Emirates ID must be presented to the reception staff for verification.
d. Visitors will be issued a visitor badge, which must be worn visibly at all times while on the premises.
e. Visitors must be accompanied by a staff member at all times unless otherwise authorized by management.
f. Upon leaving, visitors must return their badge and sign out in the Visitor Log Book.

5. Responsibilities

• Reception staff are responsible for verifying Emirates IDs, maintaining the visitor log, and issuing visitor badges.
• Staff hosting visitors are responsible for escorting and supervising them throughout their visit.
• The Nursery Manager is responsible for ensuring compliance with this policy and addressing any security concerns.

6. Non-Compliance

Failure to adhere to this policy may result in refusal of entry or removal from the premises. Repeated breaches by visitors or staff may lead to disciplinary action or notification to relevant authorities.

Approved by: _____

Position: Nursery Manager

Date: _____