

**Use of Premises &
Visitors Policy**

Use of Premises & Visitors Policy (2025–2026)

Use of Premises & Visitors Policy

Use of Premises & Visitors Policy

1. Purpose

This policy governs the use of Paradise Early Years Nursery's premises, outlining guidelines for the safety and security of all children and staff in relation to visitors and external use of the facilities. It incorporates the latest safeguarding, insurance, and compliance requirements as mandated by UK legislation and best practice standards effective from September 2025.

2. Scope

This policy applies to all staff, visitors, and external parties using the nursery premises.

3. General Use of Premises

- **Nursery Activities:** The nursery premises are primarily used for early years education and childcare. The use of the premises for any other purposes, including external events or community activities, requires prior approval from the nursery management.
- **Health and Safety:** All users of the premises must adhere to health and safety regulations at all times. This includes ensuring safe entry and exit points, clear walkways, and fire exits. No hazards should be left on the premises that could pose a risk to children.
- **Security:** The nursery premises must be kept secure. All external doors will be locked during operational hours, with access granted only through the main entrance. Visitors must sign in and out on the visitor log and wear a visitor badge.

4. Visitors Policy

- **Procedure for Visitors:**
 - Visitors must make an appointment prior to arriving at the nursery and provide their name and reason for visit.
 - All visitors must present identification and complete the visitor register upon arrival.
 - Visitors will be escorted at all times while on the premises by a member of staff.

Use of Premises & Visitors Policy

- **Types of Visitors:**
 - **Parents and Guardians:** Parents and guardians are always welcome to visit the nursery. However, they must sign in and follow the visitor procedures.
 - **Professionals (e.g., inspectors, external agencies):** Professional visitors, such as Ofsted inspectors or therapists, must follow the visitor protocol and will be escorted during their visit.
 - **Contractors:** Contractors will only be allowed on the premises for specific work. They must provide identification and follow the safety protocols outlined by the nursery.

5. External Use of Premises

- **Third-Party Events:** External groups wishing to rent or use the nursery facilities for events (e.g., community groups, educational workshops) must submit a written request to the nursery management. The nursery management will assess the request based on availability, suitability, and alignment with the nursery's mission and policies.
- **Liability and Insurance:** External parties wishing to use the premises for events must provide proof of appropriate liability insurance. This includes:
 - **Public Liability Insurance:** Covers claims made by third parties for injury or property damage.
 - **Employers' Liability Insurance:** A legal requirement for most UK businesses with employees, protecting against claims made by employees who suffer injury or illness as a result of their work.
 - **Additional Coverage:** Depending on the nature of the event, additional insurance such as equipment protection or business interruption insurance may be required.
- **Conditions of Use:** External parties must ensure that any event or activity conducted on the nursery premises is safe, appropriate for children, and aligns with the nursery's values.

6. Staff and Visitor Interaction

- **Supervision of Visitors:** All visitors to the nursery will be supervised by staff at all times to ensure the safety and wellbeing of children.
- **Child Protection:** Any concerns regarding visitors will be immediately raised with the nursery management, and appropriate action will be taken to ensure that the welfare of the children is not compromised.

Use of Premises & Visitors Policy

7. Photography and Filming

- **Permission:** Visitors are not permitted to take photographs or record videos of children without prior written consent from the child's parents/guardians.
- **Nursery Events:** In cases where the nursery organises an event involving photography or filming, written consent will be obtained from parents prior to the event.

8. Safeguarding and Compliance

- **Safeguarding Training:** Designated Safeguarding Leads (DSLs) and early years practitioners must renew their safeguarding training every two years to stay compliant with the latest standards and best practices.
- **Staff Suitability Checks:** Enhanced Disclosure and Barring Service (DBS) checks are mandatory for all staff, including volunteers, to ensure they are suitable to work with children.
- **Health and Safety Policy:** A comprehensive health and safety policy must be in place, covering aspects such as first aid provision, risk assessments, and emergency procedures.
- **Compliance with EYFS Framework:** The nursery must adhere to the Early Years Foundation Stage (EYFS) statutory framework, which sets the standards for learning, development, and care for children from birth to age five.

9. Insurance Requirements

- **Public Liability Insurance:** All registered childcare settings are required by law to have public liability insurance, including childminders, nannies, preschools, nurseries, and any other setting offering a childcare service.
- **Employers' Liability Insurance:** A legal requirement for most UK businesses with employees, protecting against claims made by employees who suffer injury or illness as a result of their work.
- **Additional Coverage:** Depending on the nature of the nursery's operations, additional insurance such as equipment protection, business interruption, or cyber attack insurance may be necessary.

Use of Premises & Visitors Policy

10. Policy Review

This policy will be reviewed annually or sooner if there are significant changes to legislation or best practice guidelines.