

# NURSERIES: CODE OF CONDUCT FOR VISITORS & CONTRACTORS POLICY AND PROCEDURE

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## 1 POLICY STATEMENT

University Hospitals Sussex nurseries are committed in ensuring that all children are safeguarded whilst in our care and expect visitors and contractors to maintain our responsibilities in the following way

## 2 VISITORS & CONTRACTORS TO:

- 2.1 Show your **Identity Badge** to staff and be patient whilst these are checked before letting into the premises.
- 2.2 Provide details of the reason for needing access to the premises and/or work that needs to be carried out.
- 2.3 Sign in and out of the 'Visitors Book' situated in the reception area.
- 2.4 Follow instructions by staff members of areas of the nursery which are permitted to access.
- 2.5 Treat children with respect, ensuring the needs of the child is priority.
- 2.6 To be respectful to all staff members, parents, families and others in the setting.
- 2.7 Respect children's personal space and privacy; particularly in toilet areas.
- 2.8 Report to nursery manager if there are concerns of conduct about staff or children's wellbeing.

## 3 VISITORS & CONTRACTORS ARE REQUESTED NOT TO:

- 3.1 Shout, discipline, pick up or carry a child.
- 3.2 Make a child sit on your lap or to give a cuddle. Children must be respected at all times.
- 3.3 Enquirer about any of the children even if they are known to you or share information about the child to staff members
- 3.4 Use inappropriate language, aggressive or threatening behaviour either verbally or in writing.
- 3.5 To use a mobile telephone in an area that is accessible to the child.
- 3.6 Take photographs or videos of children, unless prior consent arranged by the Nursery Manager, Deputy Manager or Childcare Services Manager.
- 3.7 Ensure all tools, bags and other equipment is unattended or within reach of children

## 4 BREACH OF CONDUCT

- 4.1 The contractors Line manager, department or contracting firm will be informed.
- 4.2 Nursery management team will request the individual to leave the premises with immediate effect.
- 4.3 If at any time nursery staff are presented with a difficult or volatile situation and feel that an individual is at immediate risk of harm then the UHSussex Security Team and /or the Police will be contacted and their assistance requested to attend with the situation.

## 5 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 10/01/2022	<a href="#">Tracey Gregory, Childcare Services Manager</a>
Reviewed Amendments 11/01/2021	<a href="#">Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital</a>
Next Review Date	<a href="#">October 2023</a>

Approval and Amendment History	Details
Written 13/04/2017	<a href="#">Tracey Gregory, Childcare Services Manager</a>
Reviewed	
Notes	