

CHIDDINGSTONE NURSERY SCHOOL

Chiddingstone Castle
Hill Hoath Road
Chiddingstone
Edenbridge
Kent TN8 7AD

Telephone: 01892 871315
Email: chiddnursery@btconnect.com



Visitor Guidance

- Please ensure you sign in and sign out at the end of your visit.
- Please store all personal bags and belongings in the lockable cupboard in the Nursery office, as directed by staff.
- Please note that use of personal cameras, smart watches and cameras on mobile phones or any other personal devices are not permitted.
- Please leave your mobile phone in the Nursery office with your belongings. If you need to have it with you for emergency reasons, please make the Nursery Leader or Deputy Leader aware of this and do not use it or have it out when you are with the children.
- No visitors are permitted in or around the toilet area with the children. If you need to use the toilet or wash your hands, please seek staff assistance in this matter.
- All visitors must be accompanied by a member of staff at all times and in all areas of the Nursery.
- It is our intention to respect the privacy of the children and their parents and carers whilst ensuring that they access high quality care and education within the setting. **All visitors are bound by the same strict code of confidentiality as staff.** The full Confidentiality Policy, together with all other Nursery policies, is available in the Parents file in the Entrance Hall.
- During Nursery opening hours, the children in the setting remain in the care, supervision and guidance of the Nursery staff at all times.
- Staff will inform you if there is to be a practice emergency evacuation during your visit. Please follow staff guidance in the event of an emergency.
- If any parent/carer has a child protection or safeguarding concern, please speak to Mrs McCoy as the Designated Person or directly to the Area Safeguarding Advisor 03000 - 412445 for concerns about children and Local Authority Designated Officer 03000 - 410888 for concerns about staff or Ofsted 03000 – 1231231

January 2020