



Tarnerland Nursery School

Visitors' Policy

Visitors to our nursery include prospective families, governors, colleagues from education services (EMAS, BHISS, local authority representatives, etc.) as well as social care and health, contractors, agency staff, students and volunteers.

Visitors are warmly welcome. We value their contribution and enjoy opportunities to share our practice with them.

Procedures

- Visits are by appointment only.
- All visitors must sign in at the front office on arrival and wear a red visitor lanyard throughout their visit.
- Photo identification is sometimes required for verification (with the exception of prospective families who will be accompanied by SLT throughout their visit).
- All visitors will be reminded not to use photography or recording on site.
- They will be notified of our safeguarding responsibilities and provided with the name of the Designated Safeguarding Lead.
- They will be given basic information about emergency evacuation / invacuation procedures.

In addition, for agency staff, students and volunteers;

- Enhanced DBS checks will be carried out.
- Written guidance around safeguarding, health and safety and personal presentation will be provided (see below).
- Induction will usually be provided by our Deputy Nursery Manager.

Guidance for agency staff, students and volunteers

Welcome to Tarnerland Nursery School! We hope you enjoy your placement in our nursery, your contribution is both welcomed and valued.

At Tarnerland our vision for the children is to **SMILE**;

Stay safe

Make a wide community of friends

Independently think and learn

Listen, laugh and talk confidently

Enjoy and respect others similarities and differences

This guidance sheet is a short introduction to the policies which keep you, other team members and the children safe and happy at Tarnerland.

You will have been informed which of the three rooms you will be placed in:

Lookers and Explorers (babies 3 months to 2 years)

Players and Pretenders (toddlers 2 to 3 years)

Carers and Creators (over 3's 3 to 5 years)

At Tarnerland we actively encourage all agency staff, students and volunteers to get involved, interact with the children and join all the activities and group times which are on offer. We want you to enjoy your time at Tarnerland, whether that be while you are on a student / volunteer placement or covering a member of staff's absence. All of our staff are friendly and will happily support you and answer your questions. We were all new once and we all remember how that feels.

If you are on a student placement you will meet with the Deputy Nursery Manager (Vicky) before your start date. You will be shown around the nursery, introduced to the team and given a short induction. On your first day Vicky will greet you and take you to the room you will be working in. The room leader will explain the routines of the day, show you the planning for the week and support you to settle in. If you need to do specific observations (these will need consent from families) or activities, please talk to the room leader who can support you achieve your tasks. Vicky's working hours

are: Monday, Tuesday and Thursday 8am to 1pm, Wednesday and Friday 8am to 6pm
- if you should need her support.

Safeguarding guidance

Any safeguarding concerns should be reported to the Nursery Manager (Jackie Poulton) or in her absence the Headteacher (Louise Collings) or the Deputy Nursery Manager (Vicky Wallis-Plant).

If you are a student or volunteer, please remember you should not be left alone with the children.

Mobile Phones / Tablets / Smartwatches / Meta Glasses

You are not permitted to use your mobile phone, tablet, smartwatch or Meta glasses on the nursery premises, except in the staff room. All personal devices must be kept in your bag and stored in a cupboard away from the children. The Room Leader will show you where staff can store their personal belongings. Personal devices must not be used, worn or accessed in the presence of the children.

Children

Please ask the room leader or deputy room leader which children in the room have developmental differences, medical conditions or allergies that you should be aware of. All agency staff, students and volunteers are expected to respond appropriately to children's behaviour, ensuring that any unsafe or harmful behaviour is immediately stopped and that children are supported calmly and positively in line with nursery practice.

Confidentiality

Anything you may learn about a family at Tarnerland, must be kept confidential and not shared with any parties outside of the nursery.

Health and safety guidance

If you notice any nursery equipment is broken or in need of repair please inform the room leader.

Hot drinks are allowed to be consumed in the rooms, please make sure you use a thermos cup with a lid which you will need to provide. Tea and coffee is provided. When placing your cup down please use a surface out of the children's reach.

First aid

Each room has a first aid box which is clearly marked in each area. All staff are first aid trained. If you are working on a day when one of the children has a healthcare plan, the room leader will share this information with you as appropriate.

If you witness an accident / incident at Tarnerland you must report this to the room leader who will carry out the correct procedures and may ask you for information relating to the event.

In case of an emergency / fire drill

Each room has the fire procedures displayed in it and all fire exits are clearly marked. Please take time to check the notices of the room you are in. When the fire alarm sounds, follow the directions of the room leader or other members of staff. Everyone will make their way down to the meadow (or decks if safe) and sit in their groups, the register will be taken in each of the groups for all children and staff. You can only re-enter the building when the Headteacher or Nursery Manager deem it safe to do so. In case of a lockdown (also called evacuation), please also follow the directions of the room leader or other members of staff.

Smoking and vaping

Smoking and vaping are not permitted anywhere on the nursery premises. If you would like to smoke / vape on your break please leave the nursery premises. Please don't smoke outside the nursery gates or signs and ensure that you don't smell of smoke when you return.

Personal presentation

You are expected to wear appropriate clothing during your time at Tarnerland. Please wear footwear and clothing that will be comfortable, safe and easy to move around in - suitable for a nursery environment. Attire worn for cultural or religious reasons is accommodated.

Please be aware we are an open-air nursery and will use the outside environment every day whatever the weather so please make sure you have appropriate outdoor clothing and footwear or sun protection.

Please take a look at our website which will have all current and most relevant policies for you to read including Safeguarding and Health and Safety.

www.tarnerland.brighton-hove.sch.uk

Thank-you.

Appendix 1 Governor Visits

Purpose of governor visits

1. Governor visits are one way the governing board can fulfil its monitoring role. Visits are an opportunity for governors to see the practical effects of the decisions made by the governing board and helps give them a better insight into how the school runs.
2. Visits enable school staff to build relationships with governors. The governing board will carry out different types of visits, to collectively meet as many staff and pupils as possible in different scenarios. Visits can include learning walks, health and safety walks, diversity walks, attending INSET days or special occasions, observing lunchtime organisation or meeting a professional they are linked to (e.g. SEND governor meets SENCO or safeguarding governor meets designated safeguarding lead).

Frequency and duration of visits

3. It is recognised that not all governors are available during the school day, but it is expected that all non-staff governors will complete at least one visit per year, and those that can should complete more. At each meeting of the full governing board, a schedule will be agreed for the visits to take place before the next meeting of the full governing body. The type of visit, the focus and the dates will be agreed with the full governing board, including the headteacher. Each visit will normally be at least 90 minutes.

Preparation for governor visits

4. A week before the scheduled visit, governors should contact the headteacher to check the date is still convenient. At this point (preferably before), they should also identify the focus of the visit to any staff they are visiting, to ensure any necessary preparation can be made. For example, governors may wish to focus on topics or subjects addressed by policies which have recently been reviewed or are currently undergoing revision.
5. Governors should not arrange visits for classes containing their own child(ren).

Conduct of visits

6. Governors will not conduct visits to the school unless they have been planned with the headteacher and governing board.
7. Governors are 'critical friends' of the school and should adopt this role while on visits, so they should be showing support as well as asking questions.
8. In the environment, governors should behave as directed by senior staff, joining in with activities so they can talk informally to the children as appropriate. Governors should ensure that their presence does not disrupt. 'Involvement' may be more effective than 'observation'.
9. Governors should plan their questions prior to the visit, according to the type of visit.
10. Some governors may come from a professional teaching background, but during visits ALL governors will observe as a well-informed lay person, not as a professionally qualified teacher.

Feedback

11. Governors will give immediate thanks and positive feedback to the staff and pupils visited.
12. The governor must then type up a brief written report so that the school has a record of the visit. The governor must share this report with the headteacher before presenting it at the next meeting of the full governing board.

13. If, during a visit, a governor sees anything that causes them serious concern, they must raise this as soon as possible with the headteacher, before writing the report. If the headteacher is not available that day, then the nursery manager should be contacted.
14. Governors will give brief verbal feedback at full governing board meetings, where governor visits are a standing item on the agenda. Once agreed, the report is a public document.