



Visitors Policy and Procedure

Objective: Belinay Early Learning Centre (BELC) does not allow unauthorized visitors to enter the premises to safeguard the interest of the children and staff at the setting.

Policy: Although, the setting happily welcomes visitors and operates an open-door policy, however at times, limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of the staff is available to attend to them.

Procedure: To provide a safe and secure environment, the center follows the following procedures:

- Check to see the ID card of the visitor and/or make a phone call to verify their identity. If the manager is unable to verify the ID, she should not allow the visitor into the premises.
- Ask visitors to sign a Visitor's Log stating:
 - ✓ Date and time of arrival
 - ✓ Full Name of the visitor
 - ✓ Company they work for
 - ✓ Mobile number
 - ✓ Purpose of visit
 - ✓ Time of departure
 - ✓ Signature
- Inquiries for the nursery tour to fill out an inquiry form with exact date, time, and signature.
- Nursery tour parents not to be allowed any access into the classrooms or to the children when the children are present in the class.
- Visitors to leave their mobile phones and/or cameras in the designated area before entering the classrooms.
- Visitors not allowed to take any pictures of the nursery, staff, or the children.
- Maintenance works to be scheduled only with the contractual maintenance company approved by the Dubai Municipality.

- Maintenance works to be scheduled in the afternoon only unless an emergency occurs, and urgent maintenance works need to be carried out on a priority basis. Children to be cleared from the room where works need to be carried out. Maintenance workers to not use/leave tools in easy access of the children.
- Visitors must be reminded of the following rules:
 - ✓ The use of inappropriate language whilst on the settings premises is strictly forbidden.
 - ✓ Smoking is strictly prohibited anywhere on the Nursery site, at any time.
 - ✓ Visitors must move quietly and safely around the nursery.
 - ✓ Visitors must respect the nursery and its properties.
 - ✓ Visitors must not wander around the nursery unescorted.
 - ✓ Visitors must not use their mobile phones when children are present.
 - ✓ Visitors must sign in on arrival and out when leaving nursery.
 - ✓ Visitors are to use the staff toilet facilities only.
 - ✓ In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting.

WHERE
LITTLE MINDS
BLOSSOM

