

## Code of Conduct for Visitors and Contractors

### Nurseries Policies

#### Sussex House Nursery and Wendy House Nursery

*Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES*

*Tel: 01273 664583  
Ofsted No130674*

*Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX*

*Tel: 01444 441881 ext  
8451*

*Ofsted No. EY231358*

BSUH nurseries is 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

#### Visitors and Contractors to:

- Show you identity badge to staff and be patient whilst these are checked before letting into the premises
- Sign in and out of the 'Visitors Book' situated in the reception area
- Follow instructions by staff members of areas of the nursery which are permitted to access
- Treat children with respect, ensuring the needs of the child is priority
- To be respectful to all staff members, parents, families and others in the setting
- Respect children's personal space and privacy; particularly in toilet areas
- Report to nursery manager if there is concerns of conduct about staff or children's wellbeing

#### Visitors and Contractors are requested not to:

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

#### Breach of Conduct:

- Line manager, department or contracting firm will be informed
- Nursery management will request the individual to leave the premises

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 BSUH Security Team and /or the Police will be contacted and their assistance requested to attend with the situation.