SUPERVISION OF VISITORS POLICY

At Wibli Wobli Nursery we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked e.g. CIW inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, photography and device use policy including use of smart watches where applicable.

A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI GORUCHWYLIO YMWELWYR

Ym Meithrinfa Wibli Wobli rydym yn anelu at ddiogelu'r plant sydd dan ein gofal bob amser. Mae hyn yn cynnwys sicrhau bod unrhyw ymwelwyr â'r feithrinfa yn cael eu nodi a'u goruchwylio'n briodol.

Rhaid i bob ymwelydd lofnodi'r llyfr ymwelwyr ar ôl cyrraedd a gadael. Os yw'n berthnasol, dylid gwirio hunaniaeth ymwelwyr, e.e. Arolygwyr AGC neu gydweithwyr yn mynychu mewn rôl broffesiynol fel therapyddion lleferydd ac iaith. Hysbysir ymwelwyr am unrhyw bolisïau perthnasol gan gynnwys y weithdrefn gwacáu mewn achos tân a pholisi defnyddio ffonau symudol, ffotograffiaeth a dyfeisiau gan gynnwys defnyddio oriorau clyfar lle bo'n berthnasol.

Rhaid i aelod o staff fod gydag ymwelwyr yn y feithrinfa bob amser tra byddant yn yr adeilad; ni ddylai ymwelydd gael ei adael ar ei ben ei hun gyda phlentyn ar unrhyw adeg oni bai dan amgylchiadau penodol a drefnwyd yn flaenorol gyda'r rheolwr.

Diogelwch

- Rhaid i staff wirio hunaniaeth unrhyw ymwelwyr nad ydynt yn eu hadnabod cyn eu caniatáu i'r brif feithrinfa. Mae'n rhaid i ymwelwyr â'r feithrinfa gael eu cofnodi yn y Llyfr Ymwelwyr ac yng nghwmni aelod o staff bob amser tra byddant yn yr adeilad
- Rhaid cadw'r holl ddrysau allanol dan glo bob amser a chau giatiau allanol. Rhaid cadw'r holl ddrysau a giatiau mewnol ar gau i sicrhau na all plant grwydro
- Atgoffir rhieni, ymwelwyr a myfyrwyr i beidio â dal drysau ar agor neu ganiatáu mynediad i unrhyw berson, p'un a ydynt yn adnabod y person hwn ai peidio. Dylai staff yn y feithrinfa fod yr unig bobl sy'n caniatáu i ymwelwyr allanol a rhieni ddod i mewn i'r feithrinfa
- Ni fydd y feithrinfa, o dan unrhyw amgylchiadau, yn goddef unrhyw fath o aflonyddu gan drydydd parti, gan gynnwys ymwelwyr, tuag at eraill, gan gynnwys plant, aelodau staff a rhieni. Gellir galw'r heddlu dan yr amgylchiadau hyn.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*