



Parents and Visitors Personal Belongings Policy

EDITION 4

Summary

The safety of the children in our care is our first priority, we have robust systems in place regarding personal items belonging to our staff and external contractors and we recognise that other visitors including children's parents must be made aware of the dangers of bringing personal items onto the premises either on their person or in their bags.

Procedures

Show rounds and other scheduled visits - At time of booking prospective clients/visitors are asked not to carry small items in their pockets or in handbags which cannot be securely fastened during their visit to our nurseries.

Offer pack – This contains information for parents regarding personal items, we ask that parents ensure that they do not;

- Carry small items e.g. coins, keys, tablets, children's toys with small parts in their pockets or loose in an unsecured hand bag.
- That they check their child's bag before coming to nursery to ensure that they have not left personal items from a previous outing in them, especially medication.
- That their child does not have small toys, conkers, acorns, sweets, raisins or any small item that could be a choking hazard in their clothing pockets/bag.
- That they consider where they are putting their handbags when dropping or collecting their child, they must be out of reach of the children at all times.
- That they consider the suitability of items brought into the nursery for 'Show and Tell'

Regular reminders are published in our weekly news letter and posters may be displayed to raise awareness.

Parents will be asked to sign an Incident Form if items considered by the nursery to be hazardous to the children are found in their child's bag/clothing. Parents will be reminded of this policy and the need to keep all of the children safe.

Updated	<i>January, 2018</i>
Updated by	<i>Lisa Turpin Catering and Health and Safety Support/Rachel Berry</i>
Date to be Reviewed	<i>January, 2019</i>