

# Safeguarding agreement for all visitors to The Duckling Nursery



Last Updated 2025

At The Duckling Nursery, we welcome visitors and we ask you adhere to the following:

1. Sign in using our QR code for every visit.
2. Show identification to the nursery staff and will be supervised by a member of staff at all times.
3. Ensure that anything they may hear in and around the nursery is confidential information and must not be shared outside the nursery.
4. Refrain from using their mobile phone or internet connected wearable technology in the nursery or take photographs / videos without the manager's permission. Any photographs that are taken with permission, must not have children in them.
5. Ensure that they do not put anything about the Duckling Nursery on any of their social media sites.
6. Show courtesy to others at all times
7. Use appropriate language at all times and not use discriminatory language of any kind.
8. Ensure that if a child discloses any safeguarding concern to them that they report it to the safeguarding lead or deputy immediately.
9. Report any health and safety concerns to the manager or if not available any other member of staff.
10. Evacuate the building if the fire alarm sounds.
11. Sign out using our QR code by the nursery door.
12. When signing in and agreeing to these terms and conditions, all visitors are agreeing to us holding the information they have supplied in a google spreadsheet using a password protected account used only by the manager.

**Designated Safeguarding Lead : Mrs Moore**

**Deputy Safeguarding Lead: Miss Anderson**