

TRUST POLICY

Nursery Handbook – Code of Conduct for Visitors and Contractors Policy



Approval		
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Ratification		
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1. Policy Statement

University Hospitals Sussex nurseries are 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

2. Visitors and Contractors to:

- Show your Identity Badge to staff and be patient whilst these are checked before letting into the premises.
- Provide details of the reason for needing access to the premises and/or work that needs to be carried out.
- 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 are concerns of conduct about staff or children's wellbeing.

3. 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's boundaries must always be respected.
- 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, Deputy Manager or Childcare Services Manager.
- Ensure all tools, bags and other equipment is not left unattended or within reach of children

4. Breach of Conduct

- The contractors Line manager, department or contracting firm will be informed.
- Nursery management team will request the individual to leave the premises with immediate effect.
- 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 UH Sussex Security Team and /or the Police will be contacted and their assistance requested to attend with the situation.

5. Due Regard Assessment Screening

University Hospitals Sussex NHS Foundation Trust has a statutory duty to assess and consult on whether planning, policies and processes impact service users, staff and other stakeholders with regard to age, disability, gender (sex), gender identity, marriage or civil partnership, pregnancy and maternity, race (ethnicity, nationality, colour), religion or belief and sexual orientation. It recognises that some people may face multiple discrimination based on their identity. A review of the assessed impact of this policy against these criteria can be seen (Appendix 1).

6. Links to other Trust policies

UHSHN019 Nursery Handbook - Code of Conduct for Parents, Carers and Families Policy