



Open Door

At Little Gillies we operate an 'Open Door Policy,' and our parent/ carers are encouraged to come to the nursery at any time while their child is attending.

We also encourage our parent/ carer's, if they wish, to phone at any time of the day when their child is attending to find out how they are etc, and one of the staff or your key person will be able to assist and reassure you.

We encourage parent/ carers to utilise our open-door policy when settling in a child to the setting, allowing parent/ carers to come and go prior to their child starting the nursery helps the child, staff, and parent/ carer's by creating a smooth transition.

Parent/ carer's are welcome to look around the setting before they start (this is booked in to the office diary).

If your child is settling in or a little unsettled one morning, then feel free to stay back, and wait around to see how your child is.

We encourage parent/ carers to do this to have peace of mind and feel confident that their child is happy and content.

The 'open door policy' enables parent/ carers to pop in if they have any questions, to check on their child, to have formal/ informal meetings at a time convenient to them.

- Parent/ carer's are welcomed and encouraged to participate in activities or trips, this is not essential but the 'door is open'!
- Any visitor will be required to show identification and evidence of what company they are with
- Under any circumstances visitors will NOT be left unattended

All policies and procedures are implemented, reviewed, and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.



10.15 Open-door Policy

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date August 2024