

VISITORS POLICY

WRITTEN BY RACHAEL DUNPHY | DATE: 16/09/2023

I aim to keep children safe from visitors.

Early Years and Foundation Stage (EYFS) and the Childcare Register Requirements: *Protecting children - Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised.*

I speak to parents during induction and ask them to record details about their child's emergency contacts and any people who must not have access to their child.

Early Years and Foundation Stage (EYFS) and the Childcare Register Requirements: *Keeping safe - Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.*

To keep children safe:

- Doors are locked during working hours, the garden gate is locked and fences are in good repair;
- Visitor ID will be checked before they are allowed on the premises. If I am unsure about the validity of a visitor, he/she will not be invited onto the premises;
- I shadow any visitors and do not leave them unsupervised with children;
- Visitors are never asked to carry out intimate care routines;
- Visitors are asked to keep personal belongings out of sight and reach of children;
- To comply with my Safeguarding and Child Protection Policy and Procedures, I ask visitors to keep mobile phones and cameras in their bags or pockets and not to use them while on the premises;
- My Emergency Procedures and Code of Conduct are displayed and visitors are asked to read them;
- I inform visitors that they are not allowed to smoke on the premises.

Note: *If I receive an unexpected or unannounced visit from any company during working hours, I reserve the right to ring the company to check that the visitor is genuine before allowing them onto the premises.*

Record keeping: I record details of all visitors for inspection by parents and Ofsted.

Allegations against visitors: If an allegation is made against a visitor, I will follow the allegation information in my Safeguarding and Child Protection Policy and Procedures.

If you have any questions about my policy/procedures or would like to make any comments, please ask.

SIGNED

DATED
