

## VISITORS POLICY

### INTRODUCTION

At Ash & Claire's Childminding, we prioritise the safety and well-being of the children in our care. This policy outlines the procedures to be followed when visitors are on the premises.

### AIMS

Our primary goal is to protect the children in our care at all times. This includes ensuring that any visitors to the setting are properly identified and supervised.

The procedures include:

- All visitors must be recorded using our BabyDays system on arrival and departure.
- Visitors' identities should be verified, especially for individuals in professional capacities (e.g., Ofsted inspectors, speech and language therapists).
- Visitors will be expected to follow relevant setting policies, including fire evacuation procedures and our policy on mobile phones, cameras and other recording devices.

**These policies will be told to visitors as soon as they arrive and checked upon while they are in the setting.**

## SECURITY

- A member of staff must accompany visitors at all times while they are on the premises. At no time will a visitor be left unsupervised with a child.
- Staff are responsible for checking the identity of any visitors they do not recognise before granting access.
- All visitors must be signed in and out via BabyDays and remain accompanied throughout their visit.
- External doors must remain locked, and external gates closed to maintain a secure environment. Internal doors and gates should also be kept closed to prevent children from wandering.
- Parents, visitors, and students are reminded not to hold doors open for others or allow entry to anyone, even if they recognise them. Only designated staff members should allow visitors into the setting.
- The setting will not tolerate any form of harassment from third parties, including visitors, towards children, staff, or parents. In such cases, the police may be called.

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