



VISITOR POLICY

Policy Intention

This policy is designed to ensure professional safety for all those involved when a visitor is welcomed into the setting.

Staff will not allow anyone access to our provision without authorisation, as they may pose a threat to children or to our property.

Visitors are welcomed into the setting for a variety of reasons, they play an important role in supporting the provider, enhancing children's learning.

Visitors may be regular, planned or unplanned. By visitors, we mean other professionals, contractors, volunteers, parents, prospective staff, stakeholders, trainees, students or anyone who is not a regular member of staff.

We will use our own professional judgement when accompanying or overseeing a visitor to ensure they do not distract employees from their work and are not exposed to any hazards or safeguarding incidents.

Procedure

Please note: The following prompts provide an overview of what should be included within your visitor policy; this information will be unique to your setting.

Safeguarding & Welfare

- o What different types of visitors do you have?
- o What policies temporarily apply to visitors whilst on the premises?
- o Can you keep to short times and specific reasons for visitors, could the visit take place online or after hours?
- o What is the system for signing in and out that may include passes or identification badges? Is it robust? Request, check and record identification in line with GDPR, fire safety regulations and internal identification methods (e.g. visitor badge).
- o How will you prevent unauthorised persons from entering the premises?
- o Ensure you have a system in place for *planned* visits that includes sending them your visitor policy, identification checking, preparing staff and the safe storage of clothing, personal belongings and clarify the technology needed for the visit and your policy around this.