A picture containing text

Description automatically generated**Visitor procedures**

Written by: Alice Mcpherson Date: 16.07.2021

**EYFS requirement 3.62** *- 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.

**EYFS requirement 3.62 *-*** *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.
* I shadow visitors and do not leave them unsupervised with children
* Visitors are never asked to carry out intimate care routines
* Visitors are asked to personal belongings out of sight and reach of children; to comply with my **Mobile Phone and Camera Policy** I ask visitors to keep mobile phones and cameras in their bags or pockets and not to use them while on the premises
* I share my **Emergency Procedures** with visitors
* Visitors are not allowed to smoke on the premises.

**Unexpected visitors** – if I receive an unexpected visitor 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 visitors for inspection by parents and Ofsted.

**Allegations against visitors -** if an allegation is made against a visitor, I will follow my **Safeguarding and Child Protection Policy and Procedures**.

**Risk assessment update 04.2020** – visitors will not be allowed in the setting to comply with social distancing rules. A new **Arrival and Departure Policy** has been written and shared with parents.

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

Signed: Review Date: