

## Safeguarding- Health and Safety

### Visitors Policy

## Statutory Framework for the Early Years Foundation Stage

### Quote Reference: 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'*

### **Purpose of the Policy:**

The purpose of this policy is to ensure that children's safety and security is always the first priority when any visitors are on the Family Centre site.

For the purpose of this policy we define visitors as those attending the site for purposes other than those of accessing services e.g not relevant for those dropping children at their childcare session or accessing groups. Agency, supply staff and students should sign in on the staff signing in sheet/system

We aim to:

- Ensure that all visitors to the Family Centre follow the guidelines set out in this policy.
- Ensure no visitor is left alone with a child or children other than their own.

### **What parents\carers should do:**

#### **On the Family Centre Site**

- When you are in the Family Centre only use your personal mobile phones and personal photographic equipment in designated areas.
- If you see anyone on the site acting suspiciously please alert a member of staff.

### **As a visitor to the Family Centre**

- Go to reception, where staff will need to check your identity and give you a visitor's pass which you must wear throughout your visit.
- Leave your belongings in a locker, if one is available, if not keep your belongings with you at all times.
- In rooms where children are present stay with a member of staff at all times, never be alone in a room with children.
- Sign out when leaving the site and return your badge at reception

### **What we will do:**

- Ensure all visitors only use their personal mobile phones and personal photographic equipment in the designated areas.
- Ensure all visitors to the Centre sign in at reception, where their identity will be checked.
- Provide all visitors with a visitors pass to be worn whilst on site and ensure they are accompanied and are never left alone with the children.
- Ensure all external professionals/maintenance contractors book an appointment in advance detailing the purpose of the visit and number of people attending. Where this is not adhered to, the Family Centre may need to verify the purpose of the visit with their employer to maintain effective safeguarding.
- Ensure visitors have signed out and return visitor's passes before exiting the Centre. The Family Centre will shred the contents of the pass immediately.
- Provide visitors with a secure locker when possible. If unable to do this we will ensure the visitors belongings are not left unattended.
- Inform reception staff of all expected visitors.