Policy

Visitors to the Setting

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

2.3 Visitors to the Setting

To maintain a safe environment for children, parents, staff and visitors, GSC will prevent unauthorised persons entering the premises.

Procedure

- Staff will check the identity of any unexpected visitors before granting entry.
- Authorised visitors must sign in the designated book
- Parents and volunteers do not admit any visitors to the setting
- Visitors will always be accompanied
- Visitors are will be made aware of relevant policies and procedures of the setting for example: no smoking and no use of personal phones
- Authorised persons collecting a child must be named in the child's personal folder Passwords for collection
- A password must be used for any person collecting a child who is not listed in the child's personal folder
- Any person coming into the setting for more than a short visit will need to provide a DBS. A full risk assessment will then be carried out.
- Where possible, any visits from workmen will be by prior arrangement, preferably when the setting is not in use.
- Under no circumstances will Gaddesby School Community tolerate any form of harassment from third parties. Whether verbal or physical, offenders will be asked to leave otherwise police will be called.

Please note during pandemics/notifiable infectious diseases we will not allow any visitors to the setting. An exception to this may be a new parent and child for an induction or on a child's first day, a half hour settling in period with one parent.

Legal framework

EYFS

Children Act 1989

Childcare Care 2006

This policy was adopted by	GSC Ltd
On	May 2021
Date to be reviewed	May 2022
Signed on behalf of the provider	Gaddesby school community
Name of signatory	Linda Dunmore
Role of signatory	Manager