

# Visitors Policy and Procedures

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## Purpose of the Policy

At Little Wildflowers Childminding, the safety and well-being of the children in my care are my top priorities. This Visitors Policy outlines the procedures I follow to ensure that all visitors to my setting are appropriately vetted and supervised, in compliance with the Early Years Foundation Stage (EYFS) and the Childcare Register requirements.

## Verification of Identity

To ensure the safety of the children, I take the following steps to verify the identity of all visitors:

**Identity Check:** I ask visitors to present their ID badge and/or make a phone call to verify their identity. If I am not satisfied with the verification, I will refuse them entry into my property.

**Visitor's Record:** All visitors must sign the Visitor's Record, providing:

- The date and time of arrival.
- Their full name and personal/business address.
- The purpose of the visit.
- The time of departure.
- Their signature.

## Visitor Guidelines

All visitors are required to follow these rules to ensure a safe and appropriate environment for the children:

**Personal Belongings:** Place your bag and coat out of reach of the children. I will show you where to put them.

**Mobile Phones:** Keep your mobile phone in your pocket. If you need to make or take a call, please leave the room.

**Photography:** Do not take photos of the children.

**Interaction with Children:** Do not speak to the children in a way that may cause them distress.

**Behaviour and Language:** Moderate your behaviour and language to ensure it is appropriate for the children.

**Concerns:** If you have any concerns about the children, inform me so I can address the issue.

**Distress Prevention:** Do not use behaviour or language that could cause distress to the children.

## Additional Procedures

To further safeguard the children, I have implemented the following procedures for regular visitors and workmen:

**Regular Visitors:** Regular visitors are checked with Ofsted, and a Disclosure and Barring Service (DBS) check is completed according to Ofsted's guidelines. Ofsted will consider the frequency and duration of the person's visits.

**Workmen Visits:** Whenever possible, I arrange for workmen to visit when I am not looking after children. For any building work that may take several weeks, I will inform Ofsted and conduct DBS checks as required. In all cases, I will never leave the children unsupervised and will perform a full risk assessment of the situation.

**Awareness of Policies:** All visitors and workers are informed about mobile phone and photography policies.