



## VISITORS POLICY AND PROCEDURE

### Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
1.1	Reviewed	Penelope White	01/09/2023

### POLICY STATEMENT

As an OFSTED led registered childcare setting, we are aware of our role in keeping children safe and seek to ensure the suitability of people that encounter the children in our care.

At times limitations may be placed on visits to protect the children and staff and to avoid any unnecessary disruption.

## PROCEDURES

- We ask visitors to contact us in advance to arrange a suitable time to visit.
- The Phoenix Kindergarten staff have the authority to determine which visits are to be permitted and we reserve the right to refuse entry to any person, where we have reasonable doubt of their identity.
- Visitors must always be accompanied by a member of staff whilst at the setting.
- Any regular visitors to our setting will be asked to complete a DBS Check and will be entered onto our Single Central Record.
- We will try to arrange for any maintenance work to the premises to be carried out when children are not present.
- Visitors must sign in and out in our visitors book