



Supervision of Visitors

March 2024

At YMCA Childcare we aim to always protect the children in our care. This includes making sure any visitors to our settings are properly identified and supervised.

Visitors may include prospective parent/carers, other professionals e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children e.g. contractors to complete work, deliveries etc.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and use of mobile phones, cameras and smartwatches where applicable.

A member of staff must always accompany visitors in the nursery while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the setting. Visitors to the setting must be recorded on the visitor's log and always accompanied by a member of staff while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave the nursery unattended.
- Staff, parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the setting should be the only people allowing external visitors and parents entry to the setting
- Visitors, students and parents will only be able to gain access into the building by an employed member of staff. Visitors will not be given any codes to access the building.
- YMCA Childcare will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.





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This policy was reviewed on:	Reviewed by:	Date for next review:
26.02.2024	K. Streater	26.02.2025
Signed on behalf of YMCA Trinity Group:	A.Spence	

