

## Partnership

## Visitors

### Policy Statement

The children’s safety and security is always the first priority when any visitors are at our setting. To ensure that this is maintained all visitors to the setting must follow the procedures below.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting learning 2.4 Key person	3.2 Supporting every child	

### Procedures

- Visitor’s personal mobile phones and personal photographic equipment can only be used in designated areas.
- Visitors must sign the visitors’ book on arrival. Where appropriate identity will be verified and a visitor’s badge will be provided and this must be worn at all times whilst on site.
- All visitors will be accompanied whilst in the building and NEVER left on their own with children.
- Any external professionals/maintenance contractors must book an appointment in advance detailing the purpose of the visit and number of people attending. Where this is not adhered to, we may need to verify the purpose of the visit with their employer to maintain effective safeguarding.
- Visitors must always sign out and return visitor’s badges before exiting the setting.

- Visitors must not leave their belongings unattended at any time during the visit unless secured in a locker for this purpose.

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Signed on behalf of the company	Steve Scott
Name of signatory	Steve Scott
Role of signatory	Director