

# Visitors Policy and Procedure

*“Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.”*

Statutory Framework for the EYFS 2017 (3.62)

I meet the requirements of the Early Years Foundation Stage and the Childcare Register by:

- Checking the identity of visitors by asking to see their ID badge and/or making a phone call to verify the identity of that person. If I am not satisfied with the verification, then I will refuse them entry into my property.
- Asking visitors to sign the Visitor’s Record, stating:
  - The date and time of arrival.
  - Full name and address of the visitor.
  - The purpose of the visit.
  - The time of departure.
  - The visitor’s signature.
- Preventing unauthorised persons entering the premises, and ensuring that no one can enter my premises without my knowledge. (Please see my **Health and Safety Policy and Procedure** and my **written risk assessment for my indoor and outdoor area**)

Other procedures I have in place:

- Where possible any visits from workmen will be arranged when I am not looking after children.
- Any building work which may take several weeks will be reported to Ofsted and Disclosure and Barring Checks will be carried out if they deem necessary. In any event, I will never leave the children unsupervised and I will have conducted a full risk assessment of the situation.
- Parents and any person visiting/working on the premises will be made aware of the no smoking, mobile phone and camera policy.
- Check with Ofsted whether a DBS check is required on a regular visitor, taking account of how frequently, and for how long, the person is visiting the house, as outlined in Ofsted’s factsheet ‘Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted’ – please see the link below to read the full document  
<https://www.gov.uk/government/publications/disclosure-and-barring-service-dbs-checks-for-childcare-providers-who-register-with-ofsted>.

Name of Childminder:.....

Signature of Childminder .....

Date: .....