



## Visitors Policy



As an Ofsted registered childcare setting, we are very aware of our role in keeping every child safe. Whilst it is healthy for children to mix with other children and adults, it is our responsibility to ensure the suitability of those that they come into contact with them when in our care. We therefore have the following procedures in place regarding visitors in our setting during minding hours.

- Any regular visitors to our setting will be asked to complete a DBS check.
- We will never leave a minded child in a room alone with a visitor, unless we know they have been DBS checked.
- We will request identification from all visitors not known to us and will refuse entry if we are unsure of them.
- We will not allow any visitors to take our minded children to the toilet or change their nappies.
- We will arrange for any maintenance work to my property to be carried out at weekends and during non-minding hours wherever possible.
- We ask all visitors to sign a visitors book, this includes the date, time in, time out, reason for visit, name and signature.

If you have any concerns regarding visitors to my setting, please discuss them with me.

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| This policy was adopted by | Teddy Bears Childcare     |
| Policy Created             | 28/11/2017                |
| Last Reviewed              | 31/01/2024                |
| Name and role of signatory | Melissa Simpson (Manager) |