



MELISSA'S CHILDCARE

VISITORS POLICY

My priority is to ensure the safety and well-being of the children in my care at all times, especially in relation to visitors.

Visitor Record Keeping

I maintain a written record of all visitors to my home while children are present. Visitors are required to sign in and out using the visitor's book.

Scheduling Visits

Where possible, I arrange for workmen or contractors to visit when children are not being minded minimizing disruption and ensure safety.

Safety Measures to Protect Children

- All doors remain locked during working hours; the garden gate is secured, and fences are regularly inspected and maintained.
- Visitor identification will be checked before entry is granted. If I have any doubts regarding a visitor's identity or purpose, they will not be permitted on the premises.
- I personally supervise all visitors and never leave them alone with children.
- Visitors are not asked to assist with or carry out any intimate care routines.
- Visitors are asked to keep personal belongings out of children's sight and reach.
- Mobile phones and cameras must be kept in bags or pockets and are not to be used while on the premises.
- Emergency procedures are clearly displayed, and visitors are requested to familiarize themselves with them.
- Visitors are informed that smoking is strictly prohibited on the premises.

Unannounced Visitors

If an unexpected or unannounced visitor from any company arrives during working hours, I reserve the right to contact the company to verify their identity before allowing access to the premises.

Record Keeping

Details of all visitors are recorded and made available for inspection by parents and Ofsted as required.

Allegations Against Visitors

If an allegation is made against a visitor, I will follow the procedures outlined in my Safeguarding and Child Protection Policy.

