

VISITOR

Policy Intention

This policy is designed to ensure professional safety for all those involved when a visitor is welcomed into the setting.

Staff will not allow anyone access to our provision, without authorisation, as they may pose a threat to children or to our property.

Visitors are welcomed into the setting for a variety of reasons, they play an important role in supporting the provider, enhancing children's learning.

Visitors may be regular, planned or unplanned. By visitors we mean other professionals, contractors, volunteers, parents, prospective staff, stakeholders, trainees, students or anyone who is not a regular member of staff.

We will use our own professional judgment when accompanying or overseeing a visitor to ensure they do not distract employees from their work and are not exposed to any hazards or safeguarding incidents.

Procedure

Please note: The following prompts provide an overview of what should be included within your visitor policy, this information will be unique to your setting.

Safeguarding & Welfare

- What different types of visitors do you have?
- What policies temporarily apply to visitors whilst on the premises?
- Can you keep to short times and specific reasons for visitors, could the visit take place online or after hours?
- What is the system for signing in and out that may include passes or identification badges? Is it robust? Request, check and record identification in line with GDPR, fire safety regulations and internal identification methods (e.g. visitor badge).
- How will you prevent unauthorised persons entering the premises?
- Ensure you have a system in place for *planned* visits that includes sending them your visitor policy, identification checking, preparing staff and the safe storage of

VISITOR

clothing, personal belongings and clarify the technology needed for the visit and your policy around this

- Ensure you have a system in place for *unplanned* visits that includes a safe space to wait or talk, identification checking and a process in place for inviting them into the building.
- How would a member of staff spot an unidentified visitor and what do they do?
- What process or assurances do you have in place to ensure a visitor has undergone the necessary vetting, disclosure and barring checks in line with their own organisation's safer recruitment procedures?
- What is the process to enable a regular visitor or volunteer to undertake relevant checks and if you agree to check their eligibility and documents and apply for a check on their behalf?
- Is there processes or assurances in place that a visitor has their own safeguarding and child protection policy?
- Is there a safeguarding notice for visitors?
- Do you have a risk assessment in place for visitors in line with guidance, their role, their suitability and if they do not have the relevant checks in place?
- Ensure that visitors without checks are never left unsupervised and people whose suitability has not been checked, including through a DBS, must never have unsupervised contact with children.
- Ensure there are systems in place to report any concerns about a visitor.
- How will visitors be made aware of how to report a concern?
- What system is in place to check the resources that a visitor uses are safe, in line with GDPR and suitable to bring into the setting?
- How will you support any children who may be upset by a visitor or stranger in the setting?
- How will you support any visitor who is under 18?

N.B. 'Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day' ([Keeping children safe in education 2021 Statutory guidance for schools and colleges](#), para282).

VISITOR

Useful links:

[Keeping children safe in education 2021 Statutory guidance for schools and colleges](#)

Other policies:

- [Acceptable Use Policy](#)
- [Emergency Evacuation Policy](#)

Suggested policies for settings to develop:

- Visitor Code of Conduct policy