



# Visitors Policy and Procedures

## Purpose of the Policy

At Little Wildflowers Childcare, the safety and well-being of the children in my care are my top priorities. This Visitors Policy outlines the procedures I follow to ensure that all visitors to my setting are appropriately vetted and supervised, in compliance with the Early Years Foundation Stage (EYFS) statutory framework (September 2025) and the Childcare Register requirements.

## Verification of Identity

To ensure the safety of the children, I take the following steps to verify the identity of all visitors:

**Identity Check:** I ask visitors to present photographic ID (such as a work ID badge, passport, or driving licence) and/or make a phone call to their organisation to verify their identity. If I am not satisfied with the verification, I will refuse them entry and, where concerns arise, contact the relevant agency or authority.

**Visitor's Record:** All visitors must sign the Visitor's Record, providing:

- The date and time of arrival.
- Their full name and personal/business address.
- The purpose of the visit.
- The time of departure.
- Their signature.

## Visitor Guidelines

All visitors are required to follow these rules to ensure a safe and appropriate environment for the children:

**Supervision:** No visitor will be left unsupervised with the children at any time.

**Personal Belongings:** Place your bag and coat out of reach of the children. I will show you where to put them.

**Mobile Phones:** Keep your mobile phone in your pocket. If you need to make or take a call, please leave the room.

**Photography and Recording:** Do not take photos or make audio or video recordings of the children.

**Interaction with Children:** Do not speak to the children in a way that may cause them distress.

**Behaviour and Language:** Moderate your behaviour and language to ensure it is appropriate for the children.

**Concerns:** If you have any concerns about the children, inform me so I can address the issue.

## Additional Procedures

To further safeguard the children, I have implemented the following procedures for regular visitors and contractors:

**Regular Visitors:** Regular visitors who are on the premises while children are present are checked with Ofsted, and a Disclosure and Barring Service (DBS) check is completed where required by Ofsted's guidelines. Ofsted will consider the frequency and duration of the person's visits when determining whether a check is required.

**Contractor Visits:** Whenever possible, I arrange for contractors to visit when I am not looking after children. For any building work that may take several weeks, I will inform Ofsted and conduct DBS checks as required. In all cases, I will never leave the children unsupervised and will perform a full risk assessment of the situation.

**Awareness of Policies:** All visitors and workers are informed about the mobile phone and photography/recording policies before or upon arrival, either verbally or by way of a written summary.

## Publication & Version History

Version	Date	Description of Change
1.0	05 June 2025	Initial publication
1.1	03 June 2026	Updated EYFS framework reference to 2025 edition; expanded identity verification to specify acceptable ID types; added unsupervised access prohibition; extended photography rule to cover audio/video recording; removed duplicate distress-prevention rule; replaced 'workmen' with 'contractors'; clarified DBS check trigger for regular visitors; specified method of communicating policies to visitors.
2.0	05 June 2026	Annual review and sign off

**Next Scheduled Review:** 05 June 2027

*This policy is subject to ongoing revision. Minor amendments may be made between annual reviews and will be recorded in the table above.*