

Safeguarding and Welfare Requirement: Children Safeguarding

Providers must have and implement a policy, and procedures, to safeguard children.

Visitors Policy and Procedure

Marshalswick Pre School and Nursery the following procedures are required by all staff and visitors to adhere to:

- Staff MUST check the identity of any visitors before allowing them to enter the premises.
- Passwords for collection and authorised persons to collect must be checked within children's personal folders.
- Visitors to the setting must be signed in and recorded in the visitor's book at the front desk.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must be accompanied by a member of staff while in the premises at all times.
- Parents, students or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.
- The Nursery Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.
- Marshalswick Pre School and Nursery can preventing unauthorised persons entering the premises, and ensuring that no one can enter without permission for the safety of the children
- 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>.
 - This policy was adopted on _____

Date to be reviewed

Signed

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