



Little Forest Folk

Visitor Policy

Date Created: September 2016

Reviewed date: 28th July 2026

Reviewed by: Suzie Deverall

Statement of Intent

From time to time we will have visitors to Little Forest Folk for many reasons, ranging from NVQ Assessors to Early Years and Childcare Service Advisors. This policy is in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite. All visitors will be made aware of our requirements and expectations during their visit.

Method

In most circumstances visits will be pre-arranged. Prior to any visitor coming to site, they will be asked to complete a visitor declaration form and this form will be completed and returned to HR before the visit date. If any visit is not pre-arranged then the visit will only be authorised by the Nursery Manager and the Operations Manager.

Visitors will have to identify themselves at the entry to the service. They will be asked by a member of staff and asked what the purpose of the visit is or whom they are coming to see and provide identification. This identification should be validated if a member of staff is at all unsure.

The following information on all visitors to the setting will be logged in a designated visitor book:

- Date;
- Time in;
- Name of visitor;
- Time out;
- Any allergy information or medical considerations
- Visitor signature

The visitor will be issued with a visitor's lanyard, so they are clearly identifiable.

During their visit, visitors will be asked to:

- Remain clearly visible to staff at all times they are on the premises.



- If an unexpected visitor has no suitable reason to be on the premises they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately (see Little Forest Folk's Emergency Evacuation Policy for further information). A record will be made of any such incidents on an Accident/Incident record form and the Manager will be immediately notified.

Upon finishing their visit, the visitor will have to sign out of the premises in the aforementioned log book and will be escorted to the front gate at the site.

Contractors, suppliers and all other visitors requiring access to the other areas of the setting must only be permitted entry on the authority of the Nursery Manager.

Where practical, the individual/s should be escorted during their visit to the Nursery.

Regardless of the circumstances, no access should be granted to anyone who does not have the Manager's authority to be there.

Visitors to the site are asked not to use personal cameras or mobile phones in accordance with our Camera and Mobile Phone Policy. All personal mobiles and electronic equipment will be handed over and stored securely by the management team.

If any visitor has any concerns during their visit they should bring these to the attention of the manager on site.

Guidance

- Records, policies and notification requirements of the Early Years Register
- The Statutory Framework for the Early Years Foundation Stage. Section 3 – The Safeguarding and Welfare Requirements; Working Together to Safeguard Children

**** Visitors can include but not limited to volunteers, students, parents settling in, potential staff candidates, assessors.

An example of the visitor sign in sheet is provided below



Visitors signing in sheet

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Date	Name	Company	Car Reg	Sign in/Time	Sign out/Time

A copy of the Visitor Self-Declaration form is provided below



Self-Disclosure form

You are being asked to complete this form because the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

As the role you have applied for involves work with children, you will also be required to undergo the relevant vetting and barring checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Personal Details	
Name:	
Previous name(s):	
Address with postcode:	
Telephone/mobile number:	
Date of Birth:	

Criminal record declaration	
<i>The role is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore required to declare all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. eligible to be filtered).</i>	
Do you have any unspent conditional cautions or convictions in the UK or overseas?	YES ☐ NO ☐
If yes, please provide further information:	
Do you have any spent adult cautions (simple or conditional) or convictions in the UK or overseas that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978?	YES ☐ NO ☐
If yes, please provide further information:	



Barred list declaration

If this role has been defined as regulated activity or work it will also be subject to enhanced with barred list checks (in England, Northern Ireland and Wales) or checks under the Protecting Vulnerable Groups scheme (in Scotland).

It is a criminal offence to apply for or accept a position working with children if you have been barred from/ listed as unsuitable to engage in regulated activity/work with children.

Are you included on the list of people barred from/ listed as unsuitable to engage in regulated activity/work with children?	YES ☐	NO ☐
If yes, please provide further information:		
If you are not currently barred from working with children, have you been referred to the Disclosure and Barring Service (DBS) or Disclosure Scotland for consideration to be added to one of the lists?	YES ☐	NO ☐
If yes, please provide further information:		

Conduct declaration

Have you ever been known to any children's services department, for example social services or police, as being a risk or potential risk to children?	YES ☐	NO ☐
If yes, give details:		
Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you?	YES ☐	NO ☐
If yes, give details:		
Have you ever been under investigation for, or subject to, any disciplinary sanctions in relation to your conduct at the time of your employment?	YES ☐	NO ☐
If yes, give details:		
Have you ever been subject to any sanctions placed on your professional registration by a	YES ☐	NO ☐



regulatory or licensing body in any country? (e.g., warnings, suspensions, conditions, restrictions)	
If yes, give details:	

<u>Confirmation of declaration</u>	
☐	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action taken if information is not disclosed by me and subsequently comes to the organisation's attention.
☐	In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
☐	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
☐	I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations where this is considered necessary to safeguard children.

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature of candidate:

Print name:

Date: