



Little Forest Folk

Visitor Policy

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Reviewed by: Xiao Flynn

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 cope of the Visitor Self-Declaration form is provided below

Visitor Self-Declaration



This form is to be completed by all visitors or candidates when visiting Little Forest Folk for a day at any setting.

Date of Visit/Trial:.....

Name: **Location:**.....

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your trial day.

Please circle yes or no against each bullet point :

• Have you had any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) since the date of your most recent enhanced CRB/DBS disclosure?	Yes/ No
• Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes/ No
Are you disqualified from caring for children or included on the Children’s Barred List? Please answer the questions below: • have you been convicted of an offence against a child (for example murder, kidnapping, rape, indecent assault, assault causing actual bodily harm etc)? • are you included on the barred list of persons considered unsuitable to work with children, which is held by the Disqualification & Barring Service (DBS)? • have you been made the subject of an order where a child has been removed from your care or prevented from living with you? • have you been refused registration as a childminder, foster parent, nursery owner or children’s home provider, or had your registration cancelled?	Yes/ No Yes/ No Yes/ No Yes/ No

• Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? (Please include all offences, however minor, and ‘spent’ convictions).	Yes/ No
• Have any of your own children been subject to a child protection plan whilst in your care?	Yes/ No
• Do you suffer from an injury, illness, medical condition or allergy that might affect your ability in any way?	Yes/ No
• Are you taking any other medication on a regular basis or any other substances?	Yes/ No
COVID-19 Questions	
Have you travelled overseas in the past 2 week? If so please state which country and region.....	Yes/ No
Have any of the following symptoms; • A high temperature - you feel hot to touch on your chest or back • A new, continuous cough - this means you've started coughing repeatedly	Yes/ No