

Visitor Policy

Statement of Intent

At **My Little Explorers**, we recognise that visitors may attend the setting for a range of professional, educational, or operational reasons. These may include, but are not limited to, assessors, advisors, inspectors, contractors, prospective staff, parents settling children, and other authorised professionals.

This policy ensures that the **safety, welfare, and wellbeing of children and staff remain the highest priority at all times**, particularly within our outdoor Forest School environment where supervision, visibility, and risk awareness are essential.

All visitors are required to comply with this policy during their time on site.

Definition of a Visitor

A visitor is any individual who is **not employed by My Little Explorers** and is not acting in an approved volunteer or student role.

Visitors may include (but are not limited to):

- Parents or carers attending for settling-in or meetings
- NVQ / training assessors
- Early years advisors or inspectors
- Contractors or maintenance personnel
- Prospective staff candidates
- Other professionals authorised by management

Visitors are **not permitted to undertake caring roles** and must not supervise or interact with children independently.

Authorisation of Visits

- Wherever possible, visits should be **pre-arranged**
- All visitors must have a **legitimate purpose** for attending the setting
- Any unplanned or unexpected visit must be authorised by the **setting manager**

No visitor will be permitted access to the setting without management approval.

Arrival and Identification Procedures

On arrival, all visitors must:

- Report to the main entrance
- State the purpose of their visit and who they are visiting
- Provide valid photographic identification if requested

If staff are unsure of a visitor's identity or purpose, access will not be granted until this is verified.

Visitor Record Keeping

All visitors must sign in using the designated visitor log. The following details will be recorded:

- Date of visit
- Time in and time out
- Visitor's full name
- Purpose of visit
- Any relevant medical or allergy information
- Visitor signature

This ensures accurate records for safeguarding and emergency procedures.

Visitor Identification on Site

- Visitors will be issued with a **visitor lanyard or badge**
- This must be worn visibly at all times while on site

Visitors without visible identification may be challenged by staff.

Supervision and Conduct While on Site

Visitors must:

- Remain **within sight or supervision of a staff member at all times**
- Follow staff instructions, particularly in outdoor and woodland areas
- Be mindful of uneven ground, weather conditions, and Forest School risks

Visitors must not:

- Be left alone with children
- Engage in unsupervised interaction with children
- Lead activities or participate in Forest School sessions
- Enter restricted areas without permission

If an unauthorised individual is identified on site, they will be asked to leave immediately. If they refuse, appropriate action will be taken, including contacting the police if necessary. All such incidents will be recorded and reported to management.

Contractors and External Professionals

- Contractors, suppliers, and professionals requiring access beyond public areas must have explicit permission from the **Nursery Manager**
- Where practicable, contractors will be escorted during their visit
- Access to children or learning spaces will be minimised wherever possible

Mobile Phones, Cameras, and Electronic Devices

To protect children's privacy and safety:

- Visitors must not use personal mobile phones, cameras, or recording devices while on site
- Photography or video recording is strictly prohibited
- Personal devices may be securely stored by management if required

Any breach of this section will be treated as a safeguarding concern.

Departure Procedures

Upon completion of their visit, visitors must:

- Sign out in the visitor log
- Return visitor identification
- Be escorted from the site where appropriate

Raising Concerns

If a visitor has any concerns during their visit, they should report these immediately to the **setting manager or a senior member of staff**.

Visitors are reminded that safeguarding concerns must always be shared.

This policy was reviewed on	This policy was reviewed by	Date for review
15/09/2025	Sam Victoria	September 2026