



Safe Hands Afterschool Club

Visitor Policy



Approved by: Melanie Lawlee

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1. Purpose

This policy ensures that all visitors to Safe Hands Afterschool Club are properly identified, signed in, and managed to maintain a safe environment for children and staff. The club takes its duty to safeguard and protect children seriously, and this policy is one of the measures that supports compliance with the **EYFS statutory framework 2025 Safeguarding and Welfare Requirements**, alongside other legal guidance. From time to time we may have a visitor at our setting; from carers settling in with their child, to visitors that are booked in to do activities or a talk with the children. For example this could be local firemen to talk to the children about fire safety. Visitors can enrich out the setting, however proper procedures must be taken into consideration.

2. Scope

This policy applies to:

- All visitors (professionals, contractors, volunteers, parents, prospective parents, students, external agencies, etc.)
 - All staff responsible for admitting, supervising, and signing in visitors.
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3. Legal & Statutory Framework

This policy is informed by:

- **Early Years Foundation Stage (EYFS) statutory framework 2025** – safeguarding and welfare requirements to ensure the safety and well-being of children.
 - Guidance such as **Keeping Children Safe in Education (KCSIE) 2025**, which emphasises visitor checks and safeguarding procedures in educational and childcare settings.
 - **Working Together to Safeguard Children 2023** – statutory multi-agency safeguarding guidance.
 - Data protection requirements (GDPR/Data Protection Act 2018) in handling visitor information.
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4. Definitions

Visitor: Anyone who attends the club who is not a regular staff member or enrolled child (examples include professionals, contractors, prospective families, inspectors, volunteers, etc.).

Unplanned Visitor: A visitor who arrives without a previously scheduled appointment.

5. Responsibilities

The Manager/Designated Safeguarding Lead (DSL) is responsible for:

- Ensuring this policy is implemented consistently.
- Ensuring staff are aware of and follow visitor procedures.
- Reviewing visitor logs and addressing any concerns.

All staff must:

- Follow sign-in and supervision procedures for visitors.
- Report any concerns about a visitor's behaviour or suitability immediately to the Manager/DSL.

Visitors must:

- Comply with the club's visitor procedures.
 - Follow instructions from staff for safeguarding and safety.
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6. Visitor Expectations & Procedures

6.1 Pre-arranged Visits

- Whenever possible, visitors should have a **pre-arranged appointment**.
- The host staff member should confirm visitor identity and purpose in advance.

6.2 Entrance and Sign-In

On arrival all visitors must:

1. **Report to the main reception area or designated entrance.**
2. **Provide valid identification** (photo ID) to staff.
3. Sign in on the **visitor register**, recording:
 - Full name



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- Organisation (if applicable)
 - Time of arrival
 - Purpose of visit
 - Person being visited
4. Be given a **visitor badge/label** that is visible at all times whilst on site.
 5. Be informed of **evacuation procedures** and health & safety expectations.

6.3 Unsuitable Visitors

Anyone who:

- Cannot provide valid ID,
 - Refuses to comply with safeguarding expectations, or
 - Raises safety concerns,
will be **refused access** and escorted from the premises.
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7. Supervision of Visitors

- Visitors must **never be left alone with children** unless they have been appropriately **DBS checked** and are authorised to do so.
 - Visitors must be supervised by a staff member at all times when children are present.
 - Staff must ensure visitors comply with **appropriate behaviour, safeguarding and health & safety expectations** (visitors will not be able to visit / assist a child with any injuries or health concerns, visitors will not be allowed to visit any toilets on our sight - unless escorted to the correct staff toilet.)
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8. Contractors and External Agencies

- Contractors must sign in and be supervised according to this policy.
 - Contractors performing maintenance should be accompanied if children are present.
 - For any contractor required to work unsupervised, club leadership must verify their credentials, DBS status (if applicable), and agree terms before access.
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9. Parents, Carers and Families

- Parents visiting for meetings should follow visitor sign-in protocols.
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10. Students and Trainees

- Students on placement must be approved by the Manager and provide evidence of appropriate checks and permissions.
 - They must follow staff direction and be supervised in line with regulations.
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11. Confidentiality & GDPR

Visitor information (sign-in logs, IDs checked, arrival/departure times) must be handled securely in compliance with **UK GDPR and the Data Protection Act 2018**. Information should be stored securely and only accessed by authorised staff.

12. Record Keeping

- Visitor logs must be retained in line with the club's record retention schedule.
 - Logs should be available for inspection by regulatory bodies (e.g., Ofsted).
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13. Training & Awareness

- Staff must receive training on visitor management and safeguarding expectations.
 - The Manager/DSL ensures staff are updated on any changes to statutory guidance (including EYFS revisions).
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14. Monitoring & Review

This policy shall be reviewed annually or sooner if:

- Relevant legislation or statutory guidance changes.
 - There is a significant safeguarding incident or concern involving a visitor.
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15. Related Policies

This policy works alongside:

- Safeguarding & Child Protection Policy



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- Staff Recruitment & DBS Policy
- Health & Safety Policy
- Data Protection and Privacy Policy
- Allegations & Complaints Policy

