



## **Visitors Policy**

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

- No visitor will be left unattended while in the setting at any time
- Visitors must be logged in the visitors book located in the register
- Management must inform staff of any such visits
- no visitor will be able to visit / assist a child with any injuries or health concerns.
- no visitor will be allowed to visit any toilets on our sight - unless escorted to the correct staff toilet.

Last update: January 2023

Due to be reviewed: January 2024

Updated By: Ellis Worthy Jan 2023