



Scalliwags Pre-School CIO

Safeguarding Children

Visitors Policy (Updated for EYFS 2025)

Policy Statement

At Scalliwags Pre-School CIO, the safety, security, and well-being of children are our top priorities. This policy outlines our procedures for managing visitors while maintaining a safe and nurturing environment. It has been updated to reflect EYFS 2025 changes, ensuring compliance with enhanced safeguarding and visitor protocols.

Definition of Visitors

Visitors include any individuals who are not part of the regular staff or children enrolled in the Setting, such as:

- Parents and guardians
- Family members
- External professionals (e.g., inspectors, health visitors, speech and language therapists, SEN specialists)
- Contractors and maintenance workers
- Other invited guests

Prior Notification and Approval

- All visitors, including parents and professionals, must be booked in the diary in advance of their visit.
- Visitors will only be approved if their presence does not disrupt the children's routine, safety, or learning environment.
- Ofsted inspectors and safeguarding professionals may visit without prior notice and must be given full access to relevant areas and records.

Identification and Sign-In Procedures

- Visitors must sign in upon arrival, providing their name, contact details, purpose of visit, and time of entry/exit.
- A record of all visitors will be maintained for safeguarding compliance and monitoring purposes.

Scalliwags Pre-school CIO

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Registered Charity No. 1179340

Ofsted Registration Nos. 2831937 and 2686577



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Supervision and Interaction with Children

- Visitors must always be supervised while in the setting.
- Visitors are not permitted to interact with children unless supervised by pre-school practitioners.
- Visitors must not be left alone with any child under any circumstances.

Confidentiality and Privacy

- Visitors must respect the confidentiality of children, parents, and staff members.
- Sensitive or personal information shared during visits must not be disclosed to unauthorised parties.

Compliance with Policies

- Visitors must comply with all of the setting policies, including those related to:
 - Safeguarding
 - Health and Safety
 - Hygiene and Infection Control
 - Behaviour Expectations
- Visitors will be informed of any specific policies they must follow on entering the premises.

Unannounced Visits

- Unannounced visits from parents or legal guardians are permitted, but would be expected to follow the protocol detailed above.
- Emergency services, Ofsted inspectors, or safeguarding professionals may enter unannounced, and childminders must cooperate fully.

Visitor Restrictions

- Visitors are NOT allowed to access areas where children are:
 - Receiving personal care (e.g., nappy changing, toileting)
- Visitors are NOT permitted to take photos or videos of children without prior written parental consent.

Reporting Concerns

- If a visitor notices a safety or security concern, they should report it to the Early Years Manager immediately.

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- Any safeguarding concerns related to a visitor must be logged and reported according to the setting's Safeguarding Policy.

Review and Monitoring

This policy will be reviewed annually or more frequently if required, to ensure its effectiveness and compliance with any changes in legislation or local guidelines. Feedback from staff, parents, and stakeholders will be welcomed to continuously improve our visitors procedures.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

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