

Visitors Policy

Statement of Intent

YMCA Bath Group is committed to ensuring parent/ carers that all the children are safe while in our care. We also welcome visitors to our setting and encourage those that help children develop or provide extra curricular activities to enhance their experiences with us. See parental involvement policy

Visitors

Each setting has a Visitors Book including guidance/rules, which we ask you to read when you come to see us. Visitors must sign in on arrival, alongside giving the following information:

- Their name.
- The date and time of arrival.
- The reason for their visit.
- To sign out when leaving.

Visitors to the setting will not be left unsupervised with children at any time. Professional services and outside agencies that visit to work with individual children, will not work in isolation with a child at any time. Regular visitors and volunteers will have DBS verification.

Unexpected visitors

Staff members have a duty to approach any visitor on the premises as they arrive. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the nursery or preschool premises. If the visitor has no suitable reason to be on the nursery or preschool premises, then they will be asked to leave immediately and escorted from the premises.

If the visitor states they have a valid reason for being on the premises, the staff member must obtain:

- Their name
- Company name
- The reason for their visit
- Valid ID
- A phone number, which the staff can call to verify their ID (during which time the visitor will not be left unsupervised with any children).

If the staff cannot obtain verification of ID or are not comfortable with the visitor entering the nursery or preschool, they can request that the visitor leaves the premises immediately, and if they need to arrange another date/time for a visit, ask them to contact the nursery or preschool manager.

If the visitor refuses to leave, the police will be telephoned immediately or the procedures followed in the '**Dealing with Unacceptable Behaviour from Adult Visitors to the Nursery Policy**'.

Signed on behalf of YMCA Bath Group
(original signed copy held at registered office)



Mike Fairbeard

Role of Signatory

Chief Executive

Date of Review of Policy

September 2020

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

