



Visitors Policy

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Policy Statement

At Bradpole Preschool we are committed to safeguarding and promoting the welfare of children in accordance with the requirements of the Early Years Foundation Stage (EYFS). We aim to ensure that all visitors are appropriately managed in order to protect children, staff, and the setting environment at all times. Effective visitor procedures help maintain a safe, secure, and welcoming environment for everyone.

Definition of a Visitor

A visitor is any person who is not a registered child attending the setting, a member of staff, or a vetted volunteer. Visitors may include parents attending outside normal drop-off or collection times, contractors and maintenance personnel, external professionals such as speech therapists or inspectors, and prospective parents visiting the setting.

Legal & EYFS Requirements

Under EYFS safeguarding and welfare requirements:

- Providers must take all reasonable steps to keep children safe and well
- There must be procedures for checking the identity of visitors
- Only suitable people should have access to children *
- Records of visitors and safeguarding procedures must be maintained

*Suitable People

The setting has a responsibility to ensure that all individuals who come into contact with children are suitable to do so. This means that visitors, contractors, volunteers, and professionals must behave appropriately, follow safeguarding procedures, and not pose any risk to children's safety or wellbeing.

Where necessary, the setting may carry out identity checks, request references, or require a Disclosure and Barring Service (DBS) check, particularly for individuals who may have regular contact with children or access to sensitive areas of the setting. Any person who has not been appropriately vetted will remain supervised at all times while on the premises.

The setting reserves the right to refuse entry to any individual whose behaviour, conduct, or suitability gives cause for concern.

Entry & Identification (EYFS requirement)

All visitors must:

- Enter via the main entrance only
- Report to a staff member immediately
- Sign in and out (visitor log)
- Provide valid identification if requested
- State the purpose of their visit

This supports EYFS requirements for identity checks and record keeping



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Visitor Supervision

Visitors must not be left alone with children under any circumstances. All visitors are to be accompanied by a member of staff at all times while on the premises, and access will be restricted to authorised areas only. EYFS guidance states that only suitable individuals should have unsupervised contact with children.

Safeguarding Procedures

All visitors must:

- Follow the setting's safeguarding policy
- Report any concerns to the Designated Safeguarding Lead (DSL) Nikki Moss or Sally Parmiter, the deputy DSL.
- Not use mobile phones or take photos unless authorised

EYFS safeguarding emphasises a culture of vigilance and child protection

Health & Safety

Visitors are required to follow all health and safety instructions while on the premises. They should familiarise themselves with emergency procedures, including fire evacuation arrangements, and must not bring hazardous or dangerous items into the setting. The setting has a duty to ensure the safety and wellbeing of both children and visitors at all times.

Confidentiality & GDPR

- Visitors must respect confidentiality at all times
- No sharing of information about children, staff, or families
- Any data seen or heard must remain private

Collection of Children

- Only authorised adults may collect children
- ID may be required
- Any changes must be communicated in advance

Contractors & Regular Visitors

- Are risk assessed where appropriate
- DBS checks may be required depending on role
- Are not left unsupervised unless fully vetted

EYFS requires ensuring people in contact with children are suitable

Recording & Monitoring

The setting maintain:

- A visitor log book
- Records of identity checks
- Risk assessments (if applicable)

Keeping records is part of EYFS safeguarding requirements



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Non-Compliance

Failure to follow this policy may result in:

- Removal from the premises
- Termination of visit
- Reporting to relevant authorities if needed

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during the Summer Term 2026.

Date to be reviewed: Summer 2027