



Visitor Policy

To ensure the safety and well-being of all children and staff at **Little Cygnets Childcare Ltd**, the following procedures are in place regarding visitors to the setting. Visitors will not be allowed access without proper identification or a pre-arranged appointment. All visitors will be supervised during their time at the setting.

At no time will any visitor be permitted to use their mobile phone within the setting.

Procedures – Outside Agencies

Visitors from outside agencies, such as **Ofsted**, **Environmental Health**, **Fire Officials**, or other professionals, will follow the following procedure:

1. A staff member will greet the visitor upon arrival and ask for identification to confirm their identity.
2. The visitor will be asked to sign in using the **visitor's book**, detailing the reason for their visit.
3. The visitor will be **chaperoned by a member of staff** throughout their visit.
4. Upon departure, the visitor will be required to **sign out** using the visitor's book.

Procedures – Prospective Parents

Prospective parents visiting the setting will follow the same procedure as outside agencies:

1. Visitors will **not** be required to provide formal identification.
2. They will sign in using the **visitor's book**, confirming their appointment and the purpose of their visit.
3. Prospective parents will be required to **sign out** after their visit.

Procedures – Maintenance

All maintenance work on the premises must be scheduled with the awareness of senior staff members. The following procedures will be followed:

1. Individuals conducting maintenance will have their **identification checked** upon arrival.
2. They will be **chaperoned** by a staff member while on the premises.
3. Maintenance personnel will be required to **sign in and out** in the visitor's book, detailing the purpose of their visit.



Signed (Jessica Burns): *Jessica Burns*

Signed (Scott Marshall): *Scott Marshall*

Review Date: March 2026