

Little VIPs Visitor Policy



Policy Statement

At Little VIPs Day Care we are committed to ensuring the safety and wellbeing of all children in our care. We recognise that visitors may attend the setting for a variety of reasons and it is essential that all visitors are managed appropriately to safeguard children and maintain a secure environment.

We follow the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and safeguarding guidance to ensure that all visitors are suitably identified, supervised and informed of their responsibilities while on site.

Visitors to the Nursery

Visitors to the nursery may include parents and carers, prospective families, professionals such as local authority staff or therapists, Ofsted inspectors, contractors, delivery personnel and members of the wider community.

Where appropriate, visitors are encouraged to arrange visits in advance so that suitable supervision and arrangements can be put in place.

Signing In and Identification

All visitors must sign in on arrival and sign out when leaving the premises to ensure an accurate record of all individuals on site.

Visitors attending in a professional capacity are required to provide identification, which will be checked by staff before access is granted.

Visitor Lanyard System

To support safeguarding and clear identification, all visitors are issued with a lanyard on arrival.

The nursery operates a colour-coded system:

- A green lanyard is issued to visitors who are appropriately DBS checked and authorised by management. These visitors may be permitted to work independently where this has been agreed in advance.
- A red lanyard is issued to visitors who are not DBS checked or whose checks have not been verified. These visitors must be supervised at all times and must not be left alone with children.

All visitors are required to wear their lanyard at all times while on the premises so that they can be clearly identified by staff and parents.

Supervision of Visitors

Visitors without appropriate clearance must be accompanied by a member of staff at all times while in the nursery and must not have unsupervised access to children.

Even where visitors hold relevant checks, their level of access will be determined by the nursery manager based on risk assessment and the purpose of the visit.

Staff remain responsible for ensuring that visitors follow nursery procedures and safeguarding expectations throughout their time in the setting.

Safeguarding Responsibilities

All visitors are expected to follow the nursery's safeguarding procedures while on site. Visitors will be informed of key safeguarding information, including who the Designated Safeguarding Leads (DSLs) are and how to report any concerns.

Visitors must not use mobile phones, cameras or recording devices in areas where children are present and must not access confidential information or engage in inappropriate interaction with children.

Any concerns regarding a visitor's behaviour will be reported immediately to management and dealt with in line with safeguarding procedures.

Security of the Premises

Little VIPs takes all reasonable steps to ensure that the premises are secure and that children are protected from unauthorised access at all times.

Access to the nursery is controlled through secure entry systems, including coded locks on the main nursery entrances, ensuring that only authorised individuals can enter the building.

The main entrance to the house is supported by a camera system, allowing staff to monitor who is entering the premises before granting access. This supports the safe management of visitors and prevents unauthorised entry.

All external doors and gates are kept closed and secure at all times. Staff are responsible for ensuring that doors are not left open and that access is only granted appropriately.

When children are accessing outdoor areas such as the garden or playground, an additional control measure is implemented. A padlock is placed on the gate entrance to ensure that children cannot leave the area and that unauthorised access is prevented.

Staff, parents and visitors are reminded not to allow others to enter the premises and must not hold doors open for individuals who have not been authorised.

These measures are regularly reviewed as part of the nursery's ongoing risk assessment process to ensure the safety and security of all children, staff and visitors.

Health and Safety

Visitors are made aware of relevant health and safety procedures, including fire evacuation procedures, where appropriate.

Contractors and other professionals must follow any additional safety requirements relevant to their role.

Conduct of Visitors

All visitors are expected to behave in a respectful and appropriate manner while on the premises. The nursery will not tolerate any behaviour that may compromise the safety or wellbeing of children, staff or families.

Where necessary, visitors may be asked to leave the premises and further action may be taken, including contacting the police.

Policy Review

This policy will be reviewed annually or sooner if guidance changes. Practice is monitored to ensure that all visitors are managed safely and consistently.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027