

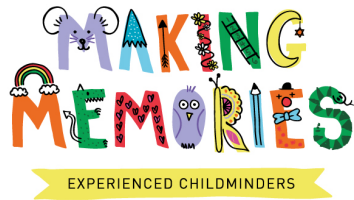
## Visitors to the setting

### Statement of intent

We welcome visitors to our setting however to safeguard and protect the children in our care we follow specific procedures when someone is visiting and we ask that all visitors abide by these same procedures.

By signing in our Visitors book all visitors are agreeing to abide by the stipulations set out below. They also agree that they will not divulge any confidential information they may see or hear while in the setting.

- All visitors should either already be known to us or supply relevant identification and reason for visiting
- If a visitor is at the premises to carry out work , such as building work, then their visit would have been previously notified to us, they must have relevant ID and should never be left unattended with the children. They must also never be present if there are children being changed or toileting.
- Visitors must sign in on arrival and be briefed on the need for confidentiality, evacuation procedure and appropriate behaviour in the setting including use of mobile phones
- Mobile phones and bags should be locked either in their car or placed in the kitchen area. This is so that phones cannot be used and bags are out of reach of the children.
- Visitors should be signed out when leaving the premises
- We ask that visitors do not use their mobile phone within the setting, garden or surrounding areas. If they need to use their mobile phone then they can do so outside the premises.
- While on the premises a visitor must not be left alone.
- Visitors are expected not to use inappropriate language or speak about inappropriate content while on the premises
- Visitors must not smoke anywhere in or around the setting, this includes the garden area and walkways in and out of the setting
- We ask that visitors respect both the premises and our equipment and ensure that any children they may have with them do so as well



- If a visitor has a child with them who is not registered with Making Memories they are solely responsible for that child's safety, behaviour and well being whilst on the premises.

Policy adopted by Making Memories  
Date: January 2019  
Reviewed April 2020, August 2021 January 2024 January 2025