



VISITORS POLICY

Here at Oakfield It is my duty to keep all children safe during my time of care. all arranged visits to the setting are done after the hours of 6pm or during the time when children are not present due to safeguarding requirements. However, some visits cannot be done after this time and may need to take place during the day.

If so I will follow a procedure which includes keeping all children safe during this time children will not be left alone with visitors who are not known or DBS checked

All visitor's unknown are to show some form of id

Visitors will need to sign in with their name, date time in, reason for visit and time out.

Mobile phones and cameras are not allowed in the setting during their time of visit.

No smoking is allowed

No foul language

All adults caring for children in the setting have undergone CRB - Criminal Record Bureau Checks and received clearance BY Ofsted. Any other adults other than carers that may enter the building will have to sign my register and will not be left alone with any children. Risk assessments will be carried out before any building works are carried out during my operating times.