

## Supervision of Visitors NMS 24.5

We aim to protect all children and young people attending our provision at all times. This includes making sure any visitors to the setting are properly identified and supervised.

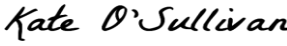

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. CIW inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation policy and mobile phone camera and other recording devices policy including use of smart watches where applicable.

A member of staff must accompany visitors in the setting at all times while in the building; at no time should a visitor be left alone with a child or young person unless under specific circumstances arranged previously with the manager.

### Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the setting. Visitors to the setting must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- Parents, visitors and students are reminded not to hold doors open or allow entry into the setting of any person, whether they know this person or not. Staff within the setting should be the only people allowing external visitors and parents entry
- We will, under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025