

## Visitors Policy

### Statement of Intent

YMCA Brunel Group is committed to ensuring parent/ carers that all the children are safe while in our care. We also welcome visitors to our setting and encourage those that help children develop or provide extracurricular activities to enhance their experiences with us. See parental involvement policy

### Visitors

Each setting has a visitor's book including guidance/rules, which we ask you to read when you come to see us. Visitors must sign in on arrival, alongside giving the following information:

- Their name.
- The date and time of arrival.
- The reason for their visit.
- To sign out when leaving.

Visitors to the setting will not be left unsupervised with children at any time. Professional services and outside agencies that visit to work with individual children, will not work in isolation with a child at any time. Regular visitors such as members of our maintenance team and volunteers will have DBS clearances through our safer recruitment work.

Confidential information must not be discussed in front of visitors and data must not be shared except with express permission or for safeguarding reasons.

### Unexpected visitors

Staff members have a duty to approach any visitor on the premises as they arrive. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the nursery or preschool premises. If the visitor has no suitable reason to be on the nursery or preschool premises, then they will be asked to leave immediately and escorted from the premises. If the visitor states they have a valid reason for being on the premises, the staff member must obtain:

- Their name
- Company name
- The reason for their visit
- Valid ID
- A phone number, which the staff can call to verify their ID (during which time the visitor will not be left unsupervised with any children).

**Signed on behalf of YMCA Brunel Group**  
(original signed copy held at registered office)

Mike Fairbeard

**Role of Signatory**

Chief Executive

**Date of Review of Policy**

January 2027

**Approved by trustees**

31<sup>st</sup> January 2026