

# Visitors Policy (Updated for EYFS 2025)

## Policy Statement

At Butterflies Nursery, the **safety, security, and well-being** of children are our top priorities. This policy outlines our procedures for **managing visitors** while maintaining a **safe and nurturing environment**. It has been updated to reflect **EYFS 2025 changes**, ensuring compliance with enhanced **safeguarding and visitor protocols**.

## Definition of Visitors

Visitors include any **individuals who are not part of the regular staff** or children enrolled in the setting, such as:

- Parents and guardians
- Family members
- External professionals (e.g., inspectors, health visitors, speech therapists)
- Contractors and maintenance workers
- Other invited guests

## Prior Notification and Approval

- All visitors, including parents and professionals, **must notify the setting in advance** of their visit.
- Visitors will only be approved **if their presence does not disrupt** the children's routine, safety, or learning environment.
- Ofsted inspectors and safeguarding professionals may visit **without prior notice** and must be given full access to relevant areas and records.

## Identification and Sign-In Procedures

- Visitors **must sign in upon arrival**, providing their **name, contact details, purpose of visit, and time of entry/exit**.

- **A record of all visitors** will be maintained for safeguarding compliance and monitoring purposes.

## **Supervision and Interaction with Children**

- Visitors must **always be supervised** while in the childminding setting.
- Visitors **are not permitted to interact with children** unless supervised by staff.
- Visitors **must not be left alone** with any child under any circumstances.

## **Confidentiality and Privacy**

- Visitors must **respect the confidentiality** of children, parents, and staff members.
- **Sensitive or personal information** shared during visits must **not be disclosed** to unauthorised parties.

## **Compliance with Policies**

- Visitors must comply with **all nurseries policies**, including those related to:
  - Safeguarding
  - Health and Safety
  - Hygiene and Infection Control
  - Behaviour Expectations
- Visitors will be informed of any **specific policies they must follow** before entering the premises.

## **Unannounced Visits**

- **Unannounced visits from parents or legal guardians** are permitted, but manager must be notified **immediately upon arrival**.
- Emergency services, Ofsted inspectors, or safeguarding professionals **may enter unannounced**, and childminders must **cooperate fully**.

## Visitor Restrictions

- Visitors **are NOT allowed** to access areas where children are:
  - Sleeping
  - Receiving personal care (e.g., nappy changing, toileting)
- Visitors **are NOT permitted to take photos or videos** of children without prior **written parental consent**.

## Reporting Concerns

- If a visitor **notices a safety or security concern**, they should **report it to the manager immediately**.
- Any **safeguarding concerns** related to a visitor must be **logged and reported** according to the **setting's Safeguarding Policy**.

## Review and Monitoring

This policy will be **reviewed annually** or **more frequently if required** to ensure its effectiveness and compliance with **any changes in legislation or local guidelines**.

Feedback from **parents, legal guardians, and staff members** is welcomed to continuously **improve our visitors policy**.

## Alignment with EYFS 2025 Changes

This policy has been updated in line with the **September 2025 EYFS reforms**, which emphasise **stricter visitor procedures** as part of safeguarding measures. The EYFS 2025 framework highlights the importance of **closely monitoring visitors**, ensuring all individuals accessing the setting are appropriately vetted, and reinforcing the responsibility of manager to **maintain detailed visitor logs**. These updates ensure staff comply with the latest **best practices in safeguarding and child protection**.

**Signed:** Chrissie Day

**Date:** 2<sup>nd</sup> July, 2025

