**Visitors Policy (Updated for EYFS 2025)**

**Policy Statement**

At Little Acorns preschool, 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 preschool 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 will be required.

**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 setting.
* Visitors **are not permitted to interact with children** unless supervised by staff.
* Visitors **will 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 preschool 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 the setting manager must be notified **immediately upon arrival**.
* Emergency services, Ofsted inspectors, or safeguarding professionals **may enter unannounced**, and staff must **cooperate fully**.

**Visitor Restrictions**

* Visitors **are NOT allowed** to access areas where children are:
  + Receiving personal care (e.g., nappy changing, toileting)
* Visitors **are NOT permitted to take photos or videos** of children.

**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**.

**Alignment with EYFS 2025 Changes**

This policy has been updated in line with the **September 2025 EYFS reforms**, with **stricter visitor procedures** as part of safeguarding. 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 the setting to **maintain detailed visitor logs**. These updates ensure compliance to the latest **best practices in safeguarding and child protection**.

**Signed:** Chairperson  
**Date:** September 2025