



The Lindens
Steiner Waldorf Early Years

VISITORS POLICY AND PROCEDURE

RELATED POLICIES

Safeguarding and Child Protection Policy

GDPR Policy

Confidentiality Statement

Suitable People policy and Procedure

POLICY STATEMENT

As an Ofsted registered childcare setting, we are aware of our role in keeping children safe and seek to ensure the suitability of people that come into contact with the children in our care.

At times limitations may be placed on visits to protect the children and staff and also to avoid any unnecessary disruption.

PROCEDURES

- We ask visitors to contact us in advance to arrange a suitable time to visit.
- The Lindens staff have the authority to determine which visits are to be permitted and we reserve the right to refuse entry to any person, where we have reasonable doubt of their identity.
- Visitors must always be accompanied by a member of staff whilst at The Lindens.
- Any regular visitors to our setting will be asked to complete a DBS Check (if this is indicated by the *Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks*) and will be entered onto our Single Central Record.
- We will try to arrange for any maintenance work to the premises to be carried out when children are not present.
- Visitors to the kindergarten must sign in and out.