



## **Colyton Caterpillars Early Education**

### **Early Years Visitors Policy**

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

All visitors must sign in and out of the visitor book (if staying during the session or period of time).

They must be shown the confidentiality policy; fire drill procedure and any mobile phones or cameras must be placed in the office (if staying during the session or a period of time).

They must have no unsupervised access at any times within the setting.

They must behave in a professional manner and adhere to our code of conduct and respect all members of staff and children. Any unwelcome behaviour or abuse and they will be asked to leave the premises.

3.2 Standards part of: Providers must take all necessary steps to keep children safe and well and ensure suitability of adults who have contact with children.