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Visitor Policy

Rationale

We are committed to keep the children safe while still widening their social skills and elaborating on their idea of community. Visitors may wish to enter the house for maintenance reasons or for social reasons, such as family coming to visit. These will be allowed but with certain restrictions in place.

**Procedure**

All doors will be locked and chained during the day when children are attending, this includes the garden gate. If a visitor is unknown to us, we will check credentials and ensure we confirm the identity of those who enter from an external company, for example.   
if there is to be an emergency contact picking up a child we will ask for the pre-agreed password provided by the parents, if this is unexpected to us, we will attempt to contact the parents to ensure this was requested by them.

When the children are present, any visitors will be required to sign into our visitor book including their name, arrival time, departure time and company name if this is necessary. Social visitors will be shadowed by either myself or my assistant, to protect them and the children from any allegations. Any visitors for work reasons will have no access to the children and we will separate them from the children occupied rooms of the house. Under no circumstance will any visitors be left alone with the children, this includes intimate care routines also.

Those that smoke will be reminded that there is to be no smoking on the premises but they can smoke outside of the house and gardens while getting rid of any debris away from anywhere in our setting that children frequent.

Any personal belongings of visitors will be placed into the kitchen, where the children have restricted access. If said visitor requires their phone, we ask for the ringer (sound) to be on and for no cameras (including phone cameras) are to be used at all. Visitors are never left alone with the children and will be questioned if necessary.

**Written By:**

**Louisa Marley and Hannah Marley**

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