**Visitors in our Home**

As Ofsted registered Childminders we are very aware of our roles in keeping children safe. Whilst children need to mix with other children and adults it is our responsibility to ensure the suitability of those that they come into contact during minded hours. We have therefore written the following policy regarding visitors in our setting during minded hours.

Any regular visitors to our setting during minding hours will be asked to complete a EY2 form and will then undertake a Disclosure and Barring Service Check.

We will not leave a minded child in a room alone with a visitor, unless we have proof they have been DBS cleared, for example another Ofsted Registered Childminder.

We will not allow any visitors to take our minded children to the toilet or change their nappies.

We will request identification from all visitors not known to us and will refuse entry if we are unsure of them.

We will endeavour, when possible, to arrange for any maintenance work to our property to be carried out at weekends and during non-minding hours.

We will maintain a visitor’s record which is available for you to look at. All visitors who come into our home will be asked to provide their full name and sign in and out.

If you have any concerns regarding this matter please do not hesitate to contact us.

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