

Visitors and non-Vetted Persons Policy

Version History

Version	Date Approved	Approved by	Brief Description of Changes
Original	Feb 19		
2025/1	September 25	Board of Management	Added onto new template and annual review
2026/1	September 26	Board of Management	Yearly review and updates

Policy Owner

Head of Children and Young People

Purpose and Scope

It is our intention for YMCA East Surrey Children & Young People's Services to provide a safe place for all children, young people and staff. Staff will ensure that any individual working or volunteering at the any service will be vetted in line with YMCA East Surrey's safer recruitment practices and will adhere to YMCA East Surrey's policies and procedures. In addition to these people, there may also be others who need to access the settings on occasion, and we will ensure that the children / young people remain safe.

Definitions

Relevant Legislation or Governance Requirements

- ▶ Working together to Safeguard Children 2026
- ▶ Children and Families Act 2024
- ▶ Early Years foundation Stage Statutory Framework 2026

Related Policies and Procedures

- ▶ Safeguarding Children Policy
- ▶ Health and Safety policy

Policy Requirements

To ensure that children / young people remain safe, staff will ensure that visitors to any Children & Young People's setting will:

- ▶ Sign in and out, and are always escorted by a vetted member of staff
- ▶ Be required to wear a visitor badge
- ▶ Not be left alone with children / young people and will not have any responsibilities for their care
- ▶ Not have access to changing areas, toilets or kitchen except in circumstances where they are carrying out maintenance work and children / young people are not present
- ▶ Be asked to leave their mobile phone and AI smart glasses out of the setting or not use their mobile phones or technology around the children and young people.

If a registered parent/carer brings a visitor with them to the setting, such as a friend, these procedures still apply. We reserve the right to request such visitors remain outside of the setting area.

Visitor records will be kept at the reception area. If we deem any person to be unsuitable, they will not be allowed onto the setting's premises, regardless of which agency they are employed by or represent.

Visits from professionals

All professionals are required to produce identification at every visit. Where large contract works are being undertaken, we will also ask the contractor to produce Disclosure and Barring Service (DBS) documentation where possible, and we will require them to complete their own risk assessment and method statement which demonstrates how they will contribute to safeguarding. DBS documentation will be reviewed by the Head of Children and Young People, and any items considered a risk will be escalated to the CEO.

Wherever possible, maintenance work will be carried out outside of setting delivery hours.

Roles and Responsibilities

Monitor:	Head of Children & Young People
Approve:	Board of Management
Endorse:	Children & Young People Advisory Group
Propose:	CEO
Draft and review:	CYP Childcare and Children's activity Manager

Implementation and review

This Policy is reviewed annually and disseminated to staff on HealthboxHR and SharePoint.