

## Visitors and non-vetted persons policy

Approved: 27 February 2019  
Reviewed: 1 September 2024  
Review due: 1 September 2025

### Purpose

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.

### Responsibilities and monitoring

Monitor: Head of Children & Young People  
Approve: Board of Management  
Endorse: Children & Young People Advisory Group  
Propose: CEO  
Draft and review: CYP Quality and Insights Manager

### Policy and procedure

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
- ▶ Not use their mobile phones 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.

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