

Home-grown in Malvern **Student and Visitor Policy**

We are very aware of our roles in keeping your children safe whilst they are with us. Whilst children need to mix with other children and adults it is our responsibility to ensure the suitability of those that come into contact with the children. We recognize that the quality and variety of work, which goes on in a childcare setting, makes it an ideal place for students on placement from college/university child care courses. We have therefore written the following policy regarding students and visitors in the setting during minded hours.

Students are welcomed into the setting on the following conditions:

- The needs of the children are paramount.
- We will request identification from all visitors not known to us and will refuse entry if we feel the children are being put at risk
- All visitors/students will need to sign into the setting on their arrival, stating their name, the time they came into the setting and also the time they leave the setting.
- Any regular visitors/students to the setting will be asked to complete an EY2 form and will then undertake a DBS (Disclosure and Barring Service) Check.

- Visitors and students must not be left alone with the children under any circumstances.
- We must be provided with all personal details (including medical needs) and emergency contact details for all students who are with us on a regular basis.
- Students must be confirmed by their tutor as being engaged in a bona fide child care course, which provides necessary background understanding of children's development and activities.

- Staff/ visitors/ students under the age of 18 cannot count towards the ratio and should be supervised at all times.

- Individuals aged 18 and over who are on a long term placement may be included in the ratios if the provider is satisfied they are competent and responsible.

- We do not allow visitors/students to take children to the toilet or change nappies. However if a visitor/student holds a current valid DBS and is over the age of 18 they may be able to do so whilst being supervised by a member of staff.

- A punctual and professional manner is required at all times whilst visitors and students are in the setting.

- Students required to carry out child studies (e.g. observations of children), must obtain written permission from the parents of the child to be studied.

- Any information gained by the students about the children, families or other adults in the setting must remain confidential.

- Mobile phones may only be used during lunch times, unless there is an emergency.

- Mobile phones must be placed and left in a basket located on the kitchen sink surface by the phone, see mobile phone policy.

- The setting always welcomes visits from tutors to discuss students on placement.

If you have any concerns regarding the policy please speak to a member of staff.

Signed:

Date Reviewed: