



Visitors Policy

Bumble & Bloom Childcare | 66 High St, Egham TW20 9EY | July 2026

This policy sets out how Bumble & Bloom Childcare welcomes, records and supervises visitors to the setting to keep every child safe.

Arrival and identification

- All visitors are greeted at the door by the registered childminder and asked to confirm their identity.
- Visitors are required to wear a visitor name badge at all times while on the premises.
- Any professional visitor is asked to show photographic identification before entry.

Visitors book

- Every visitor signs the visitors book on arrival and again when they leave.
- The book records name, organisation, purpose of visit, time in and time out.
- The visitors book is kept in a secure location and reviewed regularly.

Supervision

- Visitors are never left alone with any child at any time.
- Visitors remain in communal areas of the setting and do not access toilets, nappy change areas or sleep rooms while in use.
- The registered childminder accompanies visitors throughout their time in the setting.

Mobile phones, cameras and devices

- On arrival, visitors are asked to place their mobile phone and any other device with a camera (including smart watches and tablets) into the lockbox.
- Devices are returned to the visitor as they sign out.
- Visitors do not take photographs, video or audio recordings inside the setting.

Contractors and emergency visitors

- Where contractors need to work in the setting, this is arranged outside of childcare hours wherever possible.
- If work must take place during childcare hours, children are kept in a separate area and the contractor is supervised at all times.
- Emergency services and safeguarding professionals are given immediate access when required.

Review

- This policy is reviewed at least annually and updated in line with best safeguarding practice.

This policy is reviewed at least annually. Parents are welcome to request a copy at any time.