



Visitors and the use of electronic devices

Policy Statement

My first responsibility and priority is the safety and wellbeing of the children in my care. This policy is designed to ensure safety when visitors are welcomed into the setting and the use of electronic devices.

Procedures (how I will put the statement into practice)

To do this, I will try to ensure all visitors are booked into the calendar before arriving at the setting, so that the visitation is not unannounced. However, visits may be unplanned due to different circumstances. The gates are open from 7.30am until 9.30AM to allow the children to arrive, they will then be closed after this point unless visits have been arranged for a certain time. If gates are closed on arrival, visitors must press the button on the gate, and this will notify myself or my mum VIA mobile phone, I will then proceed to open them for you. On entry, all visitors will be asked to show a form of identification and their reason to why they are attending the setting, I will use my professional judgement to ensure if they are able to enter and that the visitors do not expose any safeguarding risks to the children. As the visitors enter the welcome area, they will be asked to sign into our visitor's book. The premises will be kept secure at all times and a staff member will accompany visitors at all times and be supervised throughout the visit. Any unplanned visits will be instructed to wait outside until permission is given by myself as the childminder. Visitors will also be informed of fire escape and evacuation procedures. If a visitor is attending the setting to be with the children for e.g music and movement, language lessons etc, they must hold a full up to date DBS and be trained in safeguarding. Visitors will never be left alone with the children.

Collection

Parents/carers are required to notify me 10/15 minutes prior to collection so that I am able to get the child ready to go home with their belongings. The gates will then be open for collection. If notification is not sent, parents/carers are then required to press the bell on the gate to notify that they are here for collection. Gates will be closed after child leaves safely with parents/carers.

Electronic devices

It is essential that I always have my work mobile phone with me as this is the best way to contact a parent/carer in an emergency and for observation purposes. For this reason, I will ensure my **work** mobile phone is fully charged and with me at all times in case of emergencies. If indoors, personal mobile phones will be located safely in the cupboard and on loudspeaker incase of any emergency phone-calls. Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting. Photographs or recordings of children taken using a **work** mobile phone and are only taken on

equipment belonging to the child minder. Camera and video use is monitored by the child minder.

Outdoors:

During our outdoor period where the gates are not visible, myself or my mum who is my assistant will require our mobile phones to be notified of any person/s at the gates, the mobile devices will be stored safely in our tabards and not be used.

Visitors

Visitors are **prohibited** to bring any electronic devices into the setting, if they do then the electronic device must remain in the car or be safely placed in our 'phone box' situated in the welcome area for the duration of the visit. This is to prevent unauthorised photographs, videos and recordings being taken. Phones in the welcome area can be placed on loud if you are expecting a phone call. If you do need to take the phone call, you will be asked to take the call in your vehicle or outside of the setting.

Exceptions

Exceptions to the use of electronic devices can only be made during planned necessary visits such as professional photography within the setting, safety and suitability checks will take place beforehand and parent/carer consent is obtained prior to the event. Another exception can be made during inspection visits, using devices only provided by OFSTED for observational purposes. Personal mobile phones/devices are to be placed safely away in the welcome area if they are brought into the setting.

Please ensure you have read and understand the Visitors and Electronic Device policy and procedure.

All policies and procedures are reviewed regularly and updated when necessary.

This policy and procedure has been developed in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.