



We demonstrate tolerance and respect through child-led play

Visitors, volunteers and students Policy

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Visitors, Volunteers and Students Policy

1 Scope & Purpose

- 1.1 To maintain a high level of safety and comfort for children at Croft playgroup.
- 1.2 To protect the security and safety of children and adults and to minimise any disruption.
- 1.3 To provide experiences of good quality practice in early years care and education.
- 1.4 To support the development of learning and skills in early years practice for students and volunteers.
- 1.5 To support students in the completion of their studies.

2 Outline

- 2.1 All visitors must show identification on arrival at playgroup.
- 2.2 The identity of any unknown or unannounced visitors must be checked before they are permitted to enter the setting.
- 2.3 Visitors must sign the visitor sign in sheet noting the date, their name, the time of arrival and departure and the purpose of the visit.
- 2.4 Visitors must be supervised by a member of staff at all times.
- 2.5 No visitor will be left alone with the children at any time.
- 2.6 Where possible, visits should be made by appointment in advance.
- 2.7 Visitors must be reminded of mobile phone policy and asked to leave their phone and bag in the Playgroup office.
- 2.8 Playgroup has the right to refuse entry, or to ask a visitor to leave the playgroup.
- 2.9 If an unknown person has come to collect a child, without our knowledge, the parents must be telephoned for permission, and the family password and/or identification must be asked for. A member of staff stands at the playgroup door at drop off and collection times and will sign the children in and out of each session.
- 2.10 We require students and volunteers to undertake DBS checks to ensure they meet the Ofsted 'suitable person' requirements.
- 2.11 We require volunteers to complete application forms and submit references before beginning volunteer work in the setting.
- 2.12 We require schools placing students under the age of 17 years with the playgroup to vouch for their good character.
- 2.13 Students of any age are supervised at all times and do not have unsupervised access to children.
- 2.14 We provide an induction (including essential safeguarding information) for all students and volunteers at the beginning of their placement.
- 2.15 Students and volunteers do not count in our staffing ratios.



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- 2.16** We have employers' liability insurance and public liability insurance which covers both students and voluntary helpers.
- 2.17** We require students and volunteers to read and to adhere to our policies. All students and volunteers will be given policies and risk assessments to read and given opportunities to ask questions.
- 2.18** We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- 2.19** We communicate a positive message to students about the value of qualifications and training.
- 2.20** We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the playgroup.
- 2.21** We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Jason Adams

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed: Feb 2026 or earlier if required