

**Visitor Policy**

I will maintain a electronic record of visitors to my home when I am minding children.

Where possible, I will arrange for workmen to visit my setting when I am not minding children.

I will check the identification of any visitors that I do not personally know and will refuse to anyone whose identification I cannot verify.

I will never allow children in my care to be left alone with anybody, except in accordance with my Emergency Plan and Accident & Emergency Plan.

Visitors will be required adhere to my No Smoking Policy.