

Unvetted Persons

Policy statement

We aim to provide a safe environment for children in our care and ensure that all adults who come into contact with them are suitable to be within the setting.

We ensure that appropriate suitability checks, including enhanced Disclosure and Barring Service (DBS) checks and barred list checks where required, are completed for all staff, students, apprentices and regular volunteers in accordance with EYFS requirements.

Any person whose suitability has not been checked, including visitors, contractors, students and volunteers, will be appropriately supervised at all times and must not have unsupervised contact with children. Staff are responsible for challenging unknown adults on site and reporting any concerns immediately to the Nursery Manager or Designated Safeguarding Lead.

Our Procedures

For individuals whose suitability has not yet been verified, for example school or college students, visitors or contractors, we ensure that:

- Only staff who have completed the appropriate suitability checks, including an Enhanced Disclosure and Barring Service (DBS) check where required, may accompany children to the toilet or undertake nappy changing duties.
- Children are supervised at all times by staff who have completed the appropriate suitability checks, including an enhanced DBS check where required.
- When visitors are on site, for example contractors, maintenance personnel, delivery drivers or utility company employees, the doors to children's rooms will remain closed where appropriate and the visitor will be accompanied by a member of staff at all times.
- All visitors to the nursery must sign in on arrival and sign out when leaving so that an accurate record of their visit is maintained.
- Where appropriate, identification will be checked and recorded in the visitor log. Visitors must be accompanied by a suitably vetted member of staff at all times whilst on site

This policy meets the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework effective from 1 September 2026.

Date policy last reviewed/updated	1 st September 2026	Reviewed by	Terri Noone - Interim Regional Nursery Manager Jodie Richards – Nursery Manager Charlie Walton – Nursery Manager
Date of next review/update	September 2027		