



Ballygawley Early Years Playgroup

Unwanted Adult Visitors Policy

Ballygawley Early Years Playgroup is dedicated to safeguarding the children within its care. Therefore, in line with The Child (NI) Order 1996 and "Our Duty to Care", this policy has been introduced to prevent unwanted adult visitors attempting to gain inappropriate contact with the children in the playgroup.

Procedures

1. All doors will be locked at all times (e.g. 10 minutes after the commencement of each session at the latest/ earlier if everyone is present).
2. Students (or others who are not staff) are not permitted to open the door at any time.
3. If Playgroup Leader or Assistant see an adult at/around the door check who the adult is through the window. Find out what his/her name is, what they want, and request formal identification. When they receive the formal identification, check it out by telephone. If the person is genuine they will understand the need for this.
4. If the Playgroup Leader/Assistants have been informed of the identity of an adult whose contact with a child has been deemed inappropriate, then the staff must be extra cautious.
5. If any adult arrives at the Playgroup, who staff members believe/suspect/have been told is a danger to any child, then all the children need to be guided away from the front windows by Staff Member A to a place of safety. The doors and windows remain locked at all times. Staff Member B remains with the 'unwanted adult' continuing to converse through the closed window, calmly asking him/her to leave the area. Staff Member C is to contact the Police and explain the situation requesting urgent assistance. Seek advice from the Police on whether or not to contact all parents/guardians and appropriate next steps until their arrival.
6. All remaining staff must remain with the children and comfort and reassure anyone who is upset.

This policy was adapted at a meeting of our playgroup held on the 1st September



Ballygawley Early Years Playgroup

2026.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following;

- Safeguarding Children and Child Protection policy
- Whistleblowing policy
- Child Arrival and Collection policy
- Security policy