



Walsall Childminding Hub

Visitors & Collection Risk Assessment

Address: St. Matthew's Centre, St. Matthew's Close, Walsall WS1 3DG

This risk assessment outlines the procedures in place to ensure the safe management of visitors and the secure collection of children attending Walsall Childminding Hub.

Hazard	Potential Risk	Control Measures	Risk Level
Unauthorised visitor access	Safeguarding risk	Visitors buzz the room being used by Walsall Childminding Hub via the intercom. A weekly room list is displayed at reception. A staff member personally attends the entrance before allowing access.	Low
Visitors on site	Children left unsupervised or unidentified visitors	All visitors sign the visitor book, wear a yellow visitor badge on a lanyard and are supervised at all times. Visitors are never left alone with children.	Low
Unauthorised collection	Child released to the wrong person	Children are only collected by parents or authorised adults named by parents. Passwords and additional identification checks are used where required. Parents are contacted if staff are unsure.	Low
Unknown collector	Safeguarding concern	Collection is refused until confirmation is obtained from the parent and identity has been verified.	Low
Parent or collector under the influence	Child's safety at risk	Staff assess the situation calmly. Another authorised collector will be contacted where possible. If immediate safety concerns remain, the child will not be released and advice will be sought from Children's Social Care or Police if necessary.	Medium
Children leaving the setting	Child leaving unsupervised	Main entrance remains locked. Children are handed directly to an authorised adult. Portable door locks are used on the room while children are present.	Low
Aggressive or unauthorised person	Threat to children or staff	Keep children safe in the room, notify centre management, refuse entry where appropriate and contact Police immediately if there is an immediate risk.	Medium

Additional Control Measures

- The main entrance remains locked at all times.
- Visitors must use the intercom to contact the correct room.
- A member of staff escorts all visitors from reception.
- Visitor book completed and yellow visitor badge worn throughout the visit.
- Visitors are never left alone with children.
- Passwords and identity checks are used for unfamiliar collectors.
- Children are handed directly to an authorised adult and never leave independently.
- This risk assessment is reviewed annually or following any safeguarding incident.