Out of School Club

**Visitors Policy**

623 out of School Club is committed to providing a safe and secure environment for the children in our care. When we have visitors to our club we need to ensure that this will not have a detrimental effect on the children and that the person in question has a valid reason for visiting the club.

Accordingly, when a visitor arrives at the club we will follow the procedure set out below:

* All visitors to the Club must sign the Visitor Log**.**
* Visitors are asked to ring the bell on the gate.
* The identity of the visitor will be checked.
* If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, eg Ofsted, Local Authority, Environmental Health Department or the landlord for the scout hut for further confirmation.
* The reason for visit will be recorded.
* **Visitors will never be left alone or have unsupervised contact with the children.**
* If a visitor has no reason to be on the Club’s premises staff will escort them from the premises.
* If the visitor refuses to leave, staff will call the police. In such an event an **I**ncident Record will be completed and the manager will be immediately notified.
* When a visitor leaves the premises, we will record the time of departure on the Visitor Log.

**Local Authority Derbyshire: 01629 533190**

**Environmental health enquires : 03708 506 506 Emergencies: 0800 807 060**

**Land lord Richard: 07711411675**

**Ofsted: 0300 123 4666**

|  |  |
| --- | --- |
| This policy was adopted by: Emma Collins | Date: 16/11/22 |
| To be reviewed: 16/11/23 | Signed: |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63].*