



Visitors to the Club

Visitors might include:

1. Paid entertainers, sports coaches or other specialists in their field.
2. Members of the local community who have a specific interest or talent which can be shared with the children.
3. Observers e.g. Out of School Co-ordinators, JPAC Monitoring visits, OFSTED etc.

This is not a comprehensive list but details the most likely visitors.

Paid entertainers will be asked for evidence of DBS checks and appropriate insurance cover.

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, etc, for further confirmation. If this is not possible, staff will seek the advice of the Club Manager and Ryan Robertson (Registered Person)

NO visitor will be left alone with the children.

A member of staff will always be present

ALL visitors must complete the Visitors Log
The reason for visit should be recorded.

If at any time staff consider the visitor to be using inappropriate language or if it is felt they are behaving in an inappropriate manner they will be escorted away from the children and asked to leave.

When a visitor leaves the premises, we will record the time of departure on the **Visitor Log**.

NOTE 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 **Incident Record** will be completed, and the manager will immediately notify the Managing Director.

