



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 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.

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.

This policy was adopted by: JPAC Ltd Out of School Clubs	Date: 20/10/2014
To be reviewed: October 2015 Reviewed August 2015 Reviewed August 2016 Reviewed June 2019	Signed: Setting Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62]*.