



VISITORS POLICY

Hopscotch Kids 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.
- * The identity of the visitor will be checked and this will be recorded on the Visitor Log.
- * 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.
- * The reason for visit will be recorded.
- * Visitors will never be left alone or unsupervised with the children.
- * If a visitor has no reason to be on the Club's/School's premises staff will speak to them via the intercom system to ascertain the reason for their visit.
- * 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 be immediately notified.
- * When a visitor leaves the premises, we will record the time of departure in the Visitor Log.
- * Where a visitor is a member of school staff this will be noted in the Visitor Log if staying on the premises for more than a few minutes.