

## Supervision of Visitors

EYFS: 3.63

At **Fun Fest Insert club name** we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the Club are properly identified and supervised at all times.

All visitors must sign the visitors' book on arrival and departure.

Visitors may include prospective parent/carers, other professionals e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children e.g. librarians, contractors to complete work, deliveries etc.

Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them. The identity is checked of any visitors attending in a professional capacity e.g. Ofsted inspectors, speech and language therapists.

All visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches.

We give each visitor a visitor's badge to wear to identify themselves to staff and parents within the Club. A member of staff must accompany visitors in the Club at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### Security

- Staff must check the identity of any visitors before allowing them into the main Club. Visitors to the Club must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave the Club unattended
- Staff, parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the Club should be the only people allowing external visitors and parents entry to the Club
- The Club will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

This policy was adopted on	Signed on behalf of the Club	Date for review
<p>02/08/2022</p> <p>Previous policy was 'visitors'</p>	<p>L C Walker</p> <p>Tina Iezekil</p>	<p>02/08/2023</p> <p>reviewed 12/09/2023, no changes</p> <p>Date for review 12/09/2024</p>