

Supervision of Visitors

Fun Fest is committed to providing a safe and secure environment for the children whilst in our care. When we have visitors in our club, we need to ensure this will have no detrimental effect on the children. The person in question must have a valid reason for visiting the club.

Visitors may include prospective parents/carers, other professionals e.g. local authority workers, Ofsted inspectors, Environmental Health Department or external activity providers hired by the club e.g. Magician / DJ, bouncy castle provider.

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

- All visitors to sign in to the club's visitor's logbook and state the reason for their visit
- In some instances, for reassurance, identity checks will be carried out with the visitor's organisation for confirmation
- A visitor's badge will be provided to identify themselves to staff and parents within the club
- 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
- Visitors will never be left alone or have unsupervised contact with the children
- If the visitor has no reason to be on the premises, staff will challenge them and calmly escort them from the premises
- If the visitor refuses to leave the premises, staff will call the police. Staff will inform the Clubs Manager and record the incident on an incident form
- When a visitor leaves the club, their time of departure must be recorded in the visitor's logbook

This policy was adopted on	Signed on behalf of the club	Date for review
11/06/2024	Tina Iezekil Tina Iezekil 13/07/2025	11/06/2025 reviewed 13/07/2025 no changes Date for review 13/07/2026

Written in accordance with the Statutory Framework for the Early Years foundation Stage (2025): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.77].

