

Hubbub Out of School Club

Visitors Policy

Hubbub Out of School 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 be signed into the registers under Visitor – With a note including the visitors name, company and reason for visit to the site.
- The identity of the visitor will be checked and this will be recorded within the notes on the register
- 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 must be recorded.
- **Visitors will never be left alone or have unsupervised with the children.**
- 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 be immediately notified.
- When a visitor leaves the premises, they must be signed out on the register straight away.

This policy was adopted by: Hubbub Out of School Club	Date: Jan 2024
To be reviewed: Jan 25	Signed: Liz Hawkins

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.73].