

HARMONY AE LTD Visitor Policy

Harmony AE LTD is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Harmony AE LTD have a clear procedure for the admittance of external visitors to the centre which is understood by all staff, visitors and parents and conforms to child protection and safeguarding guidelines.

The policy applies to:

- All staff employed by the school and all staff who are self-employed but are contracted by Harmony AE LTD
- All external visitors entering the centre during the times that the centre is open
- All parents and volunteers
- All children, young people and vulnerable adults

All visitors to the Harmony Centre must complete the information required on the tablet in Reception using the Swipedon app. No visitor is permitted to enter the centre without fully completing this information. All visitors must wear a lanyard – GREEN if their DBS has been seen, RED if not seen or no DBS.

Visitors will then be shown to their point of contact OR their point of contact will be asked to come to the signing in area to receive the visitor badge. They will be told about Fire Evacuation procedures and who they should report to should they have any safeguarding concerns. The contact will then be responsible for them while they are at the centre. The visitor must not be allowed to move about the centre unaccompanied unless they are approved by the owners of Harmony AE LTD to do so (GREEN lanyard). Persons fitting into this category will have had the relevant checks carried out by the Local Authority, the school

from which the young person has been referred or from a professional organisation such as the NHS.

On departing the centre, visitors must leave via the signing in area and enter their departure time using the Swipedon app. They must hand back their lanyard.

Visitors who refuse to comply with the above procedure will immediately be asked to leave the centre. If they refuse to do so, then the owners of Harmony AE LTD will contact the police.

Dated : Sept 2024

Signed: *Victoria Ball* *S Baker*

Reviewed: September 16th 2025