

Our Free Minds

Visitor Policy

Our Free Minds recognises its responsibility towards ensuring the health and safety of everyone who comes directly or indirectly into contact with the Group. We are committed to providing as far as reasonably practicable a safe environment, for our members, employees and lawful visitors.

This policy is important not only for security, health and safety reasons but also for the control and guidance of visitors on our premises.

Definitions

For the purpose of this policy, **visitors** may include:

- Parents / carers dropping off or collecting children
- Parents / carers involved in Our Free Minds activities
- Parents / carers who are interested in enrolling their children
- Children who may consider signing up to Our Free Minds sessions
- People visiting for educational reasons e.g. people from other settings sharing their experience, or people invited by Our Free Minds to share their skills and knowledge with our members
- Workers attending the site to take care of the facilities e.g. workers installing or repairing services, scouting volunteers coming to tend to the site, electricity board etc.
- People who are interested in learning about our work
- Regulatory officials

(Please note that the above list is not exhaustive.)

General Statement

The CEO of Our Free Minds has overall responsibility for Group members and visitors - both within our premises and those involved in Our Free Minds managed activities.

Our Free Minds employees also take responsibility for Group members and visitors in their care, and should ensure that the requirements of this policy are adhered to at all times.

Procedures regarding visitors

Visits will be booked, where possible, in advance so the members of staff know when to expect them.

Staff members should be the only people allowing external visitors and parents entry.

Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not.

Staff must check the identity of any visitors they do not recognise.

All visitors must sign the visitor's sign in sheet on arrival and departure.

All visitors will be provided with a visitor's badge upon signing in. This will provide identification to staff, parents and children.

A member of staff will accompany the visitors at all times whilst on the premises. At no time will a visitor be left alone with a child unless the visitor is DBS checked and invited by Our Free Minds. The only exception is when parents and authorised responsible adults drop off and collect their children.

Health, Safety and Security

All external gates must be kept closed.

Parents must park outside the site, in the parking spaces and lay by near the entrance.

Visitors will be made aware of the venue's fire procedure and emergency exits.

As we do not have separate bathroom facilities for staff or visitors available on the site, the main bathroom doors will be wedged open, and visitors will not use the bathroom at the same time as a child.

Any special arrangements required by Group members / visitors must be ascertained before arrival and suitable adjustments will be made where possible.

Equipment must always be used safely and left in a safe condition.

Activities must always be considered in relation to health and safety.

Risk assessments should be completed and appropriate control measures should be in place where necessary.

Visitors must report all accidents or near-miss incidents when taking part in Our Free Minds activities to a member of staff.

Visitors must look after their own and others' health and safety.

Visitors must comply with Our Free Minds' procedures

Our Free Minds will under no circumstances tolerate any form of harassment from third parties towards our members, staff members, parents or other visitors.

Key Legislation

A) Health and Safety at Work Act etc. (HASAWA) 1974, Section 3

This act states we have a duty to ensure the health, safety and welfare of people who are not in our employment but who may be affected by the activities of our undertaking. This therefore includes Group children and visitors.

B) Management of Health and Safety at Work Regulations

These require that visitors are given appropriate information and instructions regarding relevant risks to their health and safety.

This policy was adopted by: Our Free Minds	Last Reviewed Date: 12.05.25
To be reviewed: 12.05.28	Signed: Poppy De Witt