# Brockham Arts Club – Visitor Policy

Effective from: July 2025
Next review: July 2026

## 1. Statement of Intent

Brockham Arts Club is committed to maintaining a safe and secure environment for all children, staff, and volunteers. This policy sets out clear procedures for managing visitors to our settings, including the Art Bus at Buckland Park Lake and school-based venues.

## 2. Definition of a Visitor

Visitors may include:
- Parents/carers attending pre-arranged meetings or events
- External facilitators, contractors, or suppliers
- Local authority officers or Ofsted inspectors
- Prospective staff or volunteers observing sessions
All visitors must have a valid reason for attending and will be supervised as appropriate.

## 3. Signing In and Supervision

- All visitors must sign in and out with a staff member.
- Identification will be checked where appropriate.
- Visitors are not permitted to wander around the venue or approach children unsupervised.
- A member of staff will accompany visitors at all times unless a DBS check and agreement are in place.

## 4. Safeguarding and Conduct

- Visitors must follow the club’s safeguarding policies and health & safety procedures.
- Visitors must not use mobile phones or take photographs unless explicitly authorised.
- Inappropriate behaviour or refusal to follow staff instructions will result in the visitor being asked to leave immediately.

## 5. DBS and External Providers

- Any visitor delivering a session or working directly with children must provide an up-to-date enhanced DBS check.
- External facilitators must be approved in advance by the Director and briefed on safeguarding protocols.
- Contractors visiting during operational hours will be supervised and not allowed unsupervised access to children.

## 6. Unauthorised Visitors

- Any person who arrives without prior notice and does not have a valid reason will be asked to leave.
- If staff feel unsafe or a visitor refuses to leave, the police may be called.
- Children will never be released to anyone not authorised by the parent/carer.

## 7. Contact

To arrange a visit or for questions about this policy, please contact:
📧 brockhamartsclub@outlook.com