

## Visitor Policy

### 1. Introduction

Summer Adventure Camp Ltd (SAC) 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:

### 2. Unexpected Visitors

- All unexpected visitors to SAC will be met by the Manager/Director who will find out who they are and why they are visiting.
- The Manager/Director will deal with their enquiry quickly and efficiently, and if necessary arranging another time for a visit or for further communication via phone/email.
- Unexpected Visitors will not have access to the children

### 3. Expected Visitors

- All expected visitors to SAC will be met by the Manager/Director
- The identity of the visitor will be checked to confirm that it is the person expected.
- If staff requires further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, e.g. Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation.
- Wherever possible expected visitors will be dealt with away from the children
- Visitors will never be left alone or unsupervised with the children.

### 4. Recording

- Details of visitors will be recorded and kept.