

NORFOLK HOUSE SCHOOL HOLIDAY CLUB

Visitors Policy

Introduction

To ensure the safety of all children and staff and to know who is on the premises at all times, all staff must be extremely cautious before allowing anyone onto the premises. When we have visitors to The Holiday 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.

Procedure

All visitors must:

- a. book an appointment prior to visiting the school;
- b. only be granted entry to the school premises by the receptionist when she has established their identity and that they are attending a pre-booked appointment;
- c. sign the Visitor's Book; put on a visitor's badge; and be given a copy of the school's Safeguarding and Welcome leaflets and be encouraged to read them before proceeding to their meeting ;
- d. be accompanied at all times when they are on the premises. They must never be left unsupervised. In the case of contractors, where it is impossible to accompany them at all times, all staff must be aware of where they are working and children kept away from the area. The Office Manager will carry out an appropriate risk assessment in each instance;
- e. sign the Visitor's Book upon leaving the premises and return their visitor's badge.

At no time should any children be left alone with visitors

Risk assessments will be completed in appropriate situations to support the welfare and supervision of visitors in school.

All peripatetic staff must be in possession of an Enhanced DBS check before they commence working at the school. e.g. staff who run activities during The Holiday Club.

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.