**OSCAR CLUB’S VISITORS POLICY**

Upon a visitor announcing their arrival, identification will be asked for before being escorted over the playground to the Oscar Club building.

All visitors coming into the setting will be asked to sign the visitors book including date and time of arrival, full name, purpose of the visit, departure time and signature.

Visitors will be given a visitor lanyard after signing in and will be expected to wear this during the visit’s entirety.

The lanyard will be handed back and departure time has been recorded.

Staff will refuse entry to any individual if they are uncertain as to the purpose of the visit or have concerns.

Regular visitors will have DBS checks carried out on them with the update service.

Staff ratios will be maintained at all times.

All visitors will be made aware of the no smoking, mobile phone and camera policy.

Visitors will be informed of basic fire procedures and evacuation points.

Visitors will be supervised at all times and will never be left on their own with children.

Staff will introduce all visitors to the children explaining why they are in the setting.

Staff will ensure that when visitors leave that they are escorted off the premises.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_