



Visitors Policy

This policy has been updated in light of the COVID pandemic.

Aim:

Venture Kids 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. **In light of the COVID pandemic, additional measures have been put in place to ensure utmost safety.**

Procedure:

- **Visitors are actively discouraged from visiting Venture Kids in order to reduce the risk of infection.**
- **If visitors do attend, they MUST follow ALL necessary sanitisation measures upon entering.**
- **They must adhere to social distancing and respect the play pods in place.**
- **All visitors to the Club must sign the Visitor Log.**
- **The identity of the visitor will be checked and this will be recorded on the Visitor Log.**
- **If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, e.g. Early Years, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of the Club Manager.**
- **The reason for visit will be recorded.**
- **Visitors will never be left alone or unsupervised with the children.**
- **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.**
- **When a visitor leaves the premises, we will record the time of departure on the Visitor Log.**

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
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