



## Supervision of Visitors

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the Link Club, the Link Club manager must point out fire procedures.

All visitors should wear a visitor's badge to identify themselves to staff and parents within the Link Club. A member of staff must accompany visitors in the Link Club at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the Link Club. Visitors to the Link Club must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building
- The Link Club manager must ensure all contractors accessing the Link Club whilst children are present have suitable DBS checks if possible and not left alone in any area that children may use
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the Link Club should be the only people allowing external visitors and parents entry to the Link Club
- The Link Club will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

Suppliers, such as food deliveries, will be asked not to enter the Link Club but to make other arrangements, for example to ring the bell and leave the delivery at the door.

Where essential visitors e.g. building maintenance, are required these will be made outside of the usual Link Club operational hours where possible.

**A record is kept of all visitors.**