

Boom Active

Visitors Policy

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 lead coach when they have established their identity (photo ID) 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 club Safeguarding leaflet and be encouraged to read.
- 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 lead coach 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

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.

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Safeguarding information for visitors

BOOM Active is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

In order to fulfil this we can't ask visitors to adhere to the following:

- Please sign in at reception on your arrival wear your lanyard at all times
- Not to use a mobile phone whilst on the setting that are accessed by the children – this includes corridors such places could be in the office meeting room or in a staffroom
- Photographs and videos or sound recordings are not to be taken unless by prior and agreement
- Be a good role model to all children and staff by being respectful, fair and considerate of others remember children and adults may interpret your words/actions differently.
- Unless you have been cleared to do so you will not be left on your own with any children whilst at our setting.
- If you have a concern about a child please pass it on to the lead coach or to the club designated safeguarding leads, Ms Dent, Mr Mende, Miss Passley, Mr Hesmer.
- If a child says something to you that you think could be a safeguarding concern act as above and if possible write down what was said immediately listen to the child do not question them or promised them that it will remain confidential between the two of you.
- If you have a concern about a coach or a member of staff please take this up with one of the DSL is or the local authorities SPOA / Lado. You can find the contacts on the East Sussex website.
- We ask that you do not disclose any club information, personal information or details of the children you may see at our setting to anyone other than the coaches and staff that work here.
- Return your lanyard and sign out at reception when you leave.

