



Play in Ltd

Visitors Policy

Play in Ltd 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. Accordingly, when a visitor arrives at the club we will follow the procedure set out below:

- All visitors to the Club must sign the **Visitor Log**
- All mobile and technological device must be left outside the setting or given to staff to put in a safe place away from children
- 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, eg OFSTED, 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 the 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**

Extra Curricular Professionals

In Holiday Clubs and from time to time at After School Club, Play in Ltd will employ external professionals to come into the club and offer Extra Curricular sessions for the children to enjoy. These external professionals will be vetted thoroughly and must be previously known by Play in Ltd or from a reputable company.

This advise is applied for professional agencies, supply staff or organisations delivering activities such as sports and drama.

- All visiting professionals who are having access to the children must demonstrate that they have a current enhanced DBS check in place
- The check can usually be done via written confirmation from their employer, including visual (photographic proof) of identification in order to confirm the identity of the person presenting at the setting
- The Visitor should report to the reception on arrival and departure and identify themselves with ID and sign the **Extra curricular DBS and ID Record**
- Upon being employed, they will have to show their in date DBS (and details to be able to carry out a DBS online status check on the update system if needed). They must also provide a copy of their up to date Public Liability Insurance. They must also bring a form of photographic I.D on the day of the activity. This vetting and checking process will adhere to our Data Protection and Privacy Policy and comply with DBS checking regulations.
- Setting may keep a record of the date of issue of a certificate, the name of the subject, and the unique reference number of the certificate for evidence that a check was made on our clubs **Extra curricular DBS and ID Record**.

- Upon delivery of the session, the extra curricular providers will never be left alone with the children, at least 1 Play in Ltd staff member will always be assisting in the session, usually more to remain with ratio.
- All mobile phones must be left outside the setting, given to a staff member to put in a safe place away from children or in the case where the mobile or device may need to be used (i.e. music) staff will monitor this at all times.

Settings MUST NOT

- Ask for a copy of the professionals DBS check as there is a national guidance about strictly controlled access
- Setting must not keep any photocopy or other image of the DBS certificate

This policy was adopted by: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63].