



Visitor Procedure

Policy Name:	Visitor Procedure	Date Reviewed:	Written 11/02/2023
Written By (Name & Role):	Charlotte Berrow, Director	Next Review Date:	11/02/2024
Version:	VP001.0	Reasons for update:	New Policy

Revision History

Revision No	Effective Date	Notes
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Associated Policies & Forms

Policy Name	Association Type
Incident Record	1
Visitor Log	1
Safeguarding Children Policy	5
Health & Safety Policy	5

Notes

An associated policy is defined as meeting one or more of the following criteria:

1. It is referred to by this policy
2. It refers to this policy
3. It covers a specific topic referred to by this policy
4. It covers a topic/procedural area that may be relevant to aspects of this policy
5. It has aspects that overlap and/or should be considered in conjunction with a topic/procedural area covered by this policy

Each criterion that this policy satisfies is shown in the table above.

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1 – Introduction

HARE CIC is committed to providing a safe and secure environment for the children who use our services. When we have visitors to our sites, 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.

2 – Visitor Procedure

Accordingly, when a visitor arrives, we will follow the procedure set out below:

- All visitors to HARE CIC sites 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, eg Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of the Manager.
- The reason for the visit will be recorded.
- **Visitors will never be left alone or have unsupervised contact with children.**
- If a visitor has no reason to be on a site being used by HARE CIC, 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**.

This policy was adopted by: HARE CIC	Date: 11/02/2023
To be reviewed: 11/02/2024	Signed: C. Berrow, Director

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]*.

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