

## Visitor Policy



Welcome to The Den!

We are committed to building a culture of safety in which the children in our care are protected from harm in a relaxed and stimulating environment. We expect all staff, volunteers and visitors to share this commitment.

**COVID-19. At this time we are not permitting any visitors onto the site unless absolutely necessary. Please understand that this is for the safety of children and staff.**

To ensure that your visit is enjoyable we ask that you respect and abide by some of our simple rules and follow club/setting procedures whilst on the premises.

- All visitors must sign in and out at the designated area.
- Visitors must be supervised at all times whilst visiting the setting.
- Visitors must hand in their mobile phone/any camera device whilst on the premises.
- Visitors must wear an ID badge at all times.

If you have a concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please inform the setting manager and/or the senior safeguarding lead: Anna Griffin 07814452474

Your safety and wellbeing during your visit are important to us. We carry out risk assessments on a regular basis but, as a visitor, you have a legal duty of care for the health and safety of yourself and others.

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the setting you will be escorted from the building to the assembly point using the nearest safe exit.

We have a clear policy on the acceptable use of mobile phones and cameras in our setting. Visitors must not use their mobile phone – or any other device - to take photographs within the setting. This includes taking photographs of their own children.

Smoking is not permitted anywhere on the premises, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

Please do not bring your dog onto the Glebe field.

Thank you for your cooperation. We hope that your visit is an enjoyable one.

This policy was adopted by: The Den	
Date: 01.09.20	Signed: AGriffin
