

Holiday Bible Week

Bishop's Stortford



Visitors Policy

This document will be reviewed annually (or sooner if necessary) by the committee.

Last reviewed and agreed:

14 March 2024

Next review:

Spring 2025

Introduction

To ensure the safety of all children and volunteers and to know who is on the premises at all times, all volunteers must be extremely cautious before allowing anyone onto the premises. When we have visitors to Holiday Bible Week (HBW) 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. notify Reception before visiting the site;
- b. only be granted entry to the premises by the receptionist when they have established their identity and the purpose of their visit;
- c. sign the Visitor's Book; put on a visitor's badge; and be given a copy of HBW's Safeguarding leaflet and be encouraged to read this before proceeding to their appointment;
- d. be accompanied at all times when they are on the premises by an adult volunteer. They must never be left unsupervised. In the case of contractors, where it is impossible to accompany them at all times, all volunteers must be aware of where they are working and children kept away from the area. The HBW Committee 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.

Risk assessments will be completed where necessary for specific visits that may pose a risk to any individual.

If someone is found on site without a badge or escort, Reception should be informed immediately by adult volunteers. Reception volunteers will then escort the visitor from the premises. If the visitor refuses to leave, reception volunteers will call the police. In such an event an Incident Record will be completed, and the Chair of Committee will be immediately notified.