



Policy Title	Visitors Policy and Procedure
Policy Owner	Emma Jacquest
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1.0 Introduction

“Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.” **Statutory Framework for the EYFS 2023 (3.72)**

Tarner Childrens and Youth Projects are committed to providing a safe and secure environment for children and young people in our care. When we have visitors to our services, we need to ensure that this will not have a detrimental effect on the children and young people and that the person in question has a valid reason for visiting.

Tarner reserves the right to refuse entry to any person, where we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit Tarner unless a court order is placed restricting such contact or accessibility.

2.0 Visitors Procedure

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

- All visitors to Tarner must sign the Visitor Log which is situated in the main room.
- The identity of the visitor will be checked by staff, 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, e.g. Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of one of the Senior Management Team.
- The reason for visit will be recorded.
- All visitors must wear a badge to identify themselves to staff, children and young people. This badge will have a specific-coloured lanyard related to the DBS checks undertaken, please see codes below for lanyard colours explanations.
- The Manager on site must advise the visitor of all fire exits and explain that there are no fire drills for that day.
- Visitors will never be left alone or unsupervised with the children or young people.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

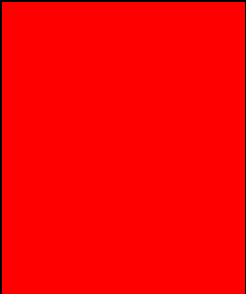



Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS

- Professionals and regular visitors must have submitted their DBS number and the date validity must always be checked by a member of the Senior Management Team.
- Parents, visitors and students are reminded not to allow entry to any person, whether they know this person or not. Staff at the After School Club, Holiday Playscheme or Youth Group should be the only people allowing external visitors and parents into the premises.
- If a visitor has no reason to be on Tarners' 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.

3.0 Lanyards

Staff should ensure that any visitors do not have individual access to the children and young people without an enhanced DBS check (as shown by their coloured lanyard). The Senior Management Team will check this information and this information will be held in the Senior Management Team HR - DBS Folder. The manager on site will give the visitor the appropriate coloured lanyard.

If a manager is not available and there is any doubt about which colour to issue, staff should issue a red lanyard and supervise the guest until a Senior Manager can clarify further details.

	<p>Red Lanyard - Visitor</p> <p>Issued to any visitor who has not provided a DBS certificate to the office (parents for meetings, general visitors)</p> <p>Anyone with a red lanyard should be always supervised by a member of staff. Please be mindful of any visitors with red lanyards that do not appear to be with any staff and staff should ensure they challenge them.</p>
	<p>Green Lanyard – Volunteer</p> <p>These are issued to all people volunteering at Tarners. All volunteers will have had a DBS check and therefore can be unsupervised around the building.</p>
	<p>Purple Lanyard – Staff (with photo)</p> <p>All Tarners staff members or authorised trainees with a DBS will have one of these.</p> <p>All outside agencies/professionals with a DBS.</p>
	<p>Rainbow Lanyard – Child Helpers</p> <p>Issued to children and young people who helping with specific tasks.</p>

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