

International British Theatre School

Visitors Policy

The International British Theatre School is committed to providing a safe and secure environment for the children in our care. When we have visitors to a club or camp, 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.

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

- Where possible, all visitors should inform the camp or club of the intention to visit before arriving.
- All visitors to the School 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 (e.g. Ofsted, the Local Authority, Environmental Health Department) for further confirmation. If this is not possible, staff will seek the advice of the Club Manager.
- The reason for visit must be recorded.
- **Visitors will never be left alone or have unsupervised contact with the children.**
- If a visitor has no reason to be on the School'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**.

This policy was adopted by: the International British Theatre School	Date: 31.10.2024
To be reviewed: 31.10.2025	Signed: Ben Whiteside

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]*.