
Visitors Policy

At Future Stars Coaching, we take all necessary steps to keep the children in our care safe, this includes preventing any unauthorised person entering the setting. Visitors will come to Future Stars Coaching for various reasons. These can include potential parents, early years assessors, healthcare professionals, potential staff members and contractors. This policy is in place to ensure visitors are identified and supervised whilst they are in the setting.

‘Providers must ensure they take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.’

Procedure for Visitors

Upon arrival at Future Stars Coaching, a staff member will ask all visitors what the purpose of their visit is and check their identity on the door before they are allowed into the nursery.

The visitor must then record the requested information in the visitor's book. This includes:

- date
- name of the visitor
- purpose of the visit
- time in
- time out

The staff member with the visitor will inform them of relevant policies, including the mobile phone and cameras policy and advise the visitor of the emergency fire exits.

A member of staff will accompany visitors at all times whilst they are in the building. Once the visit is finished, the visitor must sign out of the club in the visitor sign in sheet.

Security

The doors to Future Stars Coaching are locked wherever possible, and only opened by a staff member when needed. Staff are required to check the identity of any visitor they do not recognise.

Passwords for collection must be checked with the child's parents and the child's personal information. Parents/carers are asked not to hold doors open or allow others to enter into Future Stars Coaching clubs.

Staff will not tolerate any form of harassment from visitors towards anyone in the setting. Future Stars Coaching reserves the right to refuse entry to any person.