



Visitor Policy

CM Sports will:

- Check the identity of visitors by asking to see their ID badge and/or making a phone call to verify the identity of that person. If we are not satisfied with the verification, then we will refuse them entry into the setting.
- Ask visitors to sign the Visitor's Log, stating:
 - The date and time of arrival.
 - Full name and company of the visitor.
 - The purpose of the visit.
 - The time of departure.
 - The visitor's signature.
- Prevent unauthorised persons entering the premises, and ensuring that no one can enter CM Sports settings premises without the staff's knowledge. This will be in conjunction with the premises health and safety and risk assessment policies and liaising with the premises onsite staff. Please also see CM Sports Risk Assessment Policy and written risk assessments for each setting and/or activity.
- Where possible any visits will be arranged when we are not supervising the children, but for some visits this is the purpose of their visit.
- In any event, CM Sports will not leave the children unsupervised.
- Parents and any person visiting/working on the premises will be made aware of the no smoking, mobile phone and camera policy.
- If an individual has a concern about a visitor, they are to report it to the course leader as a matter of urgency
- CM Sports will check with Ofsted whether a DBS check is required on a regular visitor, taking account of how frequently, and for how long, the person is visiting, as outlined in Ofsted's factsheet 'Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted' – please see the link below to read the full document

<https://www.gov.uk/government/publications/disclosure-and-barring-service-dbs-checks-for-childcare-providers-who-register-with-ofsted>



For clarification purposes, the types of visitor we might receive are:

- Visitors who attend the setting in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals
 - Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
 - Other legitimate visitors i.e. parents, parent helpers, school staff

Visits should be planned to ensure they run smoothly taking into account the need to safeguard children, the reputation of the setting and the visitor. Where appropriate, risk assessments should be undertaken. The course leader or senior leadership team should be aware of visits in advance.