



Visitor Policy – CM Sports	
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1. Policy Statement

CM Sports is committed to maintaining safe and secure environments for children, young people, staff and visitors.

All visitors must be appropriately identified, supervised where necessary and prevented from gaining unauthorised access to children or restricted areas.

Where CM Sports operates within a school or other setting, the host setting's visitor and security procedures must also be followed.

2. Visitor Procedure

CM Sports will:

- Check the identity of visitors where appropriate, including requesting identification or verifying their visit with the relevant organisation.
- Refuse access where the identity or purpose of a visitor cannot be satisfactorily verified.
- Require visitors to sign the visitor log where one is in operation.
- Ensure the visitor record includes, where applicable:
 - name;
 - organisation;
 - purpose of visit;
 - arrival time;
 - departure time; and
 - signature.
- Ensure visitors remain in appropriate areas and are supervised where required.
- Prevent unauthorised individuals from accessing children or restricted areas.
- Ensure children are not left unsupervised as a result of a visitor attending.
- Ensure visitors are made aware of relevant site requirements, including safeguarding, mobile phones, photography, smoking and confidentiality.

3. Planned Visits

Where reasonably possible, visits should be arranged in advance.

The Session Lead, Course Leader, Area Manager or other appropriate senior member of staff should be aware of planned visits.

Where appropriate, a risk assessment should be completed, particularly where:

- the visitor will have contact with children;
- the visitor will work in areas occupied by children;

- the visit is lengthy or frequent;
 - the visitor is undertaking work on the premises; or
 - the visit creates additional safeguarding or health and safety risks.
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4. Visitors Working With Children

Visitors who may have contact with children must be appropriately managed.

Depending on the nature, frequency and duration of their role, this may include determining whether they require:

- supervision;
- identity verification;
- references or other checks;
- a DBS check; or
- additional safeguarding arrangements.

CM Sports will ensure that any DBS check is undertaken only where legally permitted and appropriate to the role.

Regular visitors must not be assumed to be suitable simply because they have attended the setting previously.

5. Types of Visitors

Visitors may include:

- social workers, educational professionals, SEND professionals or health professionals;
- contractors, builders, maintenance workers or IT staff;
- parents and carers;
- representatives of partner organisations;
- school or setting staff; and
- other legitimate visitors.

The level of supervision and checking will depend on the nature of the visit and the individual's contact with children.

6. Concerns About Visitors

Any staff member who has a concern about a visitor must report it immediately to the Session Lead, Course Leader, DSL or appropriate senior member of staff.

Where necessary, the visitor may be asked to leave the premises and the concern may be referred to the host setting, police or another relevant agency.

If an individual presents an immediate risk to children or staff, emergency procedures must be followed.

7. Site Security

CM Sports staff must:

- remain aware of who is present on the premises;
- challenge or report unknown individuals appropriately;
- ensure doors, gates and restricted areas are managed appropriately;
- follow the host setting's access and security procedures;
- never allow unauthorised access to children; and
- report security concerns or breaches immediately.

Staff must not allow an unknown person to enter a restricted area simply because they appear to be associated with the venue.

8. Mobile Phones, Photography and Smoking

Visitors must comply with CM Sports and host-setting requirements regarding:

- mobile phones;
- photography and filming;
- recording children;
- social media;
- smoking and vaping; and
- confidentiality.

Unauthorised photography or recording of children is not permitted.

9. Safeguarding

Visitor management forms part of CM Sports' wider safeguarding arrangements.

All staff must remain alert to safeguarding concerns involving visitors and report concerns without delay in accordance with the **CM Sports Safeguarding and Child Protection Policy**.

Where CM Sports operates in a school setting, the school's safeguarding procedures must also be followed.