



Visitor Policy

QPG Hub After School Club is committed to providing a safe and secure environment for the children in our care.

When we have visitors to our club, 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 the club.

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

- All visitors to the QPG Community & Sports Hub must sign the QPG Hub's 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, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of the Designated Safeguarding Lead.
- The reason for visit will be recorded.
- Visitors will never be left alone or unsupervised with the children.
- If a visitor has no reason to be on the Hub'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. At times, the QPG Hub may be closed, in this case all staff will need to report to the main office reception of Wilberforce Primary School, on Herries Street in order to sign in daily.

QPG Hub DSL or DDSL can also log any issues and concerns on the CPOMS SG system