



SECTION 4 STAFFING POLICIES

4.8 Staff Visitors Policy

Aim:

1. To ensure the optimal safety and security for children, staff and property.
2. To establish a professional worksite.

Process:

1. Staff should not bring visitors into the Centre without the consent of the Director / Assistant Director.
2. Staff should not plan for visitors to attend the Centre whilst they are on duty.
3. Staff visitors should remain in the front entrance or wait in their cars until staff have completed their shift.
4. Only Centre employees can be left unaccompanied with children. If not an employee, they must be supervised by a member of staff at all times.
6. Staff have the right to feel their property and privacy is respected at all times.
7. Apart from regular authorised deliveries, all other visitors must be escorted into the building.
8. All staff visitors are required to sign in and out of the Centre.
9. If staff are unsure if a person has authorised access to the Centre, they should contact the Director / Assistant Director.
10. If staff are unable to confirm a person's identity and the reason for their visit, they should not be allowed to enter the Centre.