

Supervision of Non-Vetted Staff & Visitors Policy

Visitors Policy

- ✦ Visitors are unable to enter the site unsupervised due to the site being locked between drop off and pick up times
- ✦ When entering the site, the visitor must sign in and out and be supervised at all times by the site manager
- ✦ There is a contact number at the front of the site for visitors to call and contact the camp
- ✦ There is a requirement to check ID on entry for all visitors
- ✦ All of our staff members are easily distinguishable by their purple uniform
- ✦ All of our staff require enhanced DBS checks to work on site and be left unsupervised with children.

- ✦ All visitors to the Club must sign the **Visitor Sign In Sheet**.
- ✦ The identity of the visitor will be checked and this will be recorded on the **Visitor Sign In Sheet**.
- ✦ If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, eg Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of a manager.
- ✦ The reason for visit will be recorded.
- ✦ **Visitors will never be left alone or have unsupervised contact with the children.**
- ✦ If a visitor has no reason to be on the site staff will escort them from the premises.
- ✦ If the visitor refuses to leave, staff will call the police. In such an event an **Incident Form** 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 Sign In Sheet**.

Non-Vetted Staff Policy

Super Star Sport will only admit non vetted staff for very specific situations. This is normally as a shadowing session as work experience in the industry for young people and testing coaching competence in our recruitment process. All non-vetted staff are always supervised by the site manager and have completed a formal interview and have seen photo ID with a risk assessment put in place.

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 