



Visitor Procedure

All adults who are coming into Therapy Wood to visit or work with young people **MUST** be prepared to adhere to Therapy Wood safeguarding requirements, including providing evidence of ID and DBS checking.

During the provision day or when after school activities run by Therapy Wood are in operation, **ALL VISITORS** must have their identity checked prior to entry to the teaching area. They must sign in using the visitor book and wear their visitor badge at all times while on the premises. In this context, the term 'visitor' includes:

- Occasional and regular visitors to the Centre including those that are well known to us

It excludes:

- Therapy Wood staff or volunteers
- Students

One-off or occasional visitors who are coming to deliver sessions or work with young people should be asked to complete a Visitor Agreement to confirm their acceptance of working within our ethos and safeguarding practices. These visitors only need to sign the agreement on their first visit to the Centre.

If it is intended for a visitor to have **regular, repeated or unsupervised** access to young people, checks must be made to confirm their identity, right to work in the UK and that an Enhanced DBS has been carried out. If the adult visiting is representing another organisation or company, either original documentation or a letter from their employer confirming that these checks have been made **MUST** be provided.

Copies **MUST** be taken of original documentation or covering letter including their number and date of DBS check. Documents must then be securely filed and details entered onto the Single Central Record). It is the responsibility of the Provision Lead to ensure that these safeguarding procedures are followed.

Unless the above information is on the Single Central Record, visitors must be supervised at all times while on the premises.

Other than checking identity, information does not need to be collected for brief, occasional visitors.

These procedures do not apply outside of school hours.

The following issues should be considered when welcoming and/or inducting a visitor (if appropriate):

1. Health and Safety: Fire evacuation procedures and assembly point; first aider; location of toilets
2. Access: Key holders; access codes; no-go areas.
3. Child Protection Issues: Procedures for reporting concerns;
Designated Safeguarding Lead
4. Resources: What (if any) resources do they need?