



Dringhouses Out of School Club Policies and Procedures

Visitors & Contractors

The following guidance is for visitors/contractors to DOOSC.

Staff on maternity leave and former employees of DOOSC fall within the category of visitors.

- No casual visitors/contractors are permitted apart for emergencies.
- All visitors/contractors are required to pre- book an appointment with a member of staff usually the Manager or Deputy Manager.
- These arrangements may need to be changed at short notice if circumstances dictate within the setting.
- All visitors/contractors must sign the Visitors Book showing their time of arrival and departure.
- All visitors/contractors must be accompanied by a member of staff always in all areas of the setting.
- Visitors/Contractors must inform a member of staff immediately if they injure themselves on the premises during the visit.

Visitors are required to follow DOOSC's Health and Safety, Mobile Phone and Smoking, Alcohol, Drugs and Vaping policies whilst on the premises, a copy will be made available on presentation of ID and sign in.

This policy was reviewed at a meeting of	D.O.O.S.C.
Held in:	April 2023
To be reviewed in:	April 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager