

Protocol and Procedures Visitors to Viva Gymnastics Club

Our commitment to safeguarding means we take the safety of our children extremely seriously. If any staff at any time feel a visitor to site will compromise the safety of the children attending or staff we reserve the right to refuse entry and take the necessary steps to protect the children and staff that attend our club.

If parents or carers repeatedly violate our policies – the child's space will be at risk.

No parent or carer for their safety and of the gymnast training are permitted into the training area or staff office unless under the direct direction of the head coach.

All visitors to the club are welcome may be asked to bring formal identification with them at the time of their visit depending on the nature of the Visit. Every one must follow the procedure below.

- At times when the doors are closed, all visitors must stop at the knock or press the call button to gain access to site, explaining who they are and the purpose of their visit. We reserve the right to refuse entry.
- Once on site, No visitor is permitted to enter the gym area under any circumstances.
- At the door/waiting area, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors who need to enter into the gymnastics training area will be required to wear an identification badge – the badge must remain visible throughout their visit. • Visitors will then be escorted to their point of contact OR their point of contact will be asked to come into the waiting area to receive the visitor.

The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied.

Unknown/Uninvited Visitors to the club

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the club site.

They should then be escorted to the waiting.

The procedures under “Visitors to the club” above will then apply In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headcoach Senior Leader if neither is available) should be informed promptly.

The Headcoach Senior Leader will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the club grounds, police assistance will be called for.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

. Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

. Linked policies This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Security Policy
- Fire Safety Policy