



VISITORS POLICY

1. Introduction

Just Play Sports is committed to providing a safe and secure environment for all children attending our holiday clubs and after-school sessions. This Visitors Policy outlines how visitors are managed across all settings, including those invited by Just Play Sports and those present on the school site for other purposes.

This policy supports our safeguarding responsibilities and aligns with Ofsted expectations for safe site management and child protection.

2. Purpose of the Policy

- To ensure all visitors are accounted for and appropriately supervised.
- To maintain control over access to areas used by children.
- To ensure clear communication between Just Play Sports and the school during holiday clubs.
- To clarify procedures for school visitors during after-school sessions.
- To protect the welfare and privacy of children.

3. Definition of a Visitor

A visitor includes:

- Invited guests supporting Just Play Sports activities
- Parents/carers staying beyond standard drop-off/collection
- School contractors or maintenance workers
- Inspectors (e.g., Ofsted)
- Any adult not employed by Just Play Sports or normally authorised to be on site

4. Visitor Sign-In Requirements (Holiday Clubs)

4.1 Visitors Attending Specifically for Just Play Sports

Visitors attending **for the purpose of Just Play Sports** must:

- Sign in using the **Just Play Sports Physical Visitor Log**, carried at all times by the Lead Coach.
- Provide name, organisation (if relevant), purpose of visit, arrival and departure time.
- Show ID on request.
- Remain supervised at all times unless DBS-cleared and pre-approved.

No lanyards or visitor badges are required.

4.2 School Contractors or Other External Visitors (Holiday Clubs)

During holiday clubs, the school may have contractors or external staff working on site.

These individuals **MUST**:

- Sign in with the **school caretaker or other designated school staff member**.
- Not begin work until the school has authorised their entry.

The caretaker/designated school staff **MUST**:

- Notify the Just Play Sports Lead Coach **via text message** of the visitor's:
 - Name/company
 - Purpose and location of work
 - Expected duration

Contractors cannot be accepted onto site unless the caretaker or designated school staff member is present.

If no authorised school representative is on site, Just Play Sports staff must not allow contractor access.

5. Visitor Procedures During After-School Sessions

5.1 Visitors Attending for Just Play Sports (After-School Sessions)

Visitors who attend specifically for Just Play Sports during after-school sessions must:

- Sign in using the **Just Play Sports Physical Visitor Log**.
- Provide name, purpose of visit, arrival and departure time.
- Be supervised at all times unless pre-approved and DBS-cleared.

5.2 School Visitors (After-School Sessions)

- The school may have its own visitors, contractors, or staff members on site during after-school sessions.
- **The school is not required to inform Just Play Sports of these visitors during after-school sessions.**
- These visitors remain the responsibility of the school and fall under the school's own safeguarding and sign-in procedures.

However, Just Play Sports staff must ensure:

- Unknown adults do not enter the children's activity space without challenge.
- Any visitor entering the club area is politely checked for purpose and authorisation.
- Safeguarding procedures are followed if concerns arise.

6. Staff Responsibilities

6.1 All Just Play Sports Staff Must:

- Ensure the physical visitor log is completed accurately.
- Challenge any adult on site who has not been signed in appropriately.
- Verify that contractors or external staff during holiday clubs have been reported by the caretaker/designated school member.
- Prevent visitors from accessing areas used by children unsupervised.
- Report any concerns immediately to the Designated Safeguarding Lead (DSL).

6.2 DSL Responsibilities

- Provide essential safeguarding guidance to long-stay visitors.
- Maintain oversight of visitor records.
- Record and respond to any incidents involving visitors.

7. Unannounced or Unknown Visitors

If an unexpected visitor arrives:

- Staff must approach politely and ask for their name and purpose.
- Verification should be sought from either the Just Play Sports Lead Coach (for our own visitors) or the school (for contractors/their visitors).
- Entry to child areas must not be allowed until verification is confirmed.
- Any individual refusing to cooperate or attempting to access restricted areas may result in escalation, including contacting the school or police.

8. Parents/Carers

- No sign-in is required for routine drop-off or collection.
- Parents must remain in the designated collection area.
- Parents attending meetings or staying longer must sign in as visitors.

9. Visitor Conduct Expectations

Visitors must:

- Follow Just Play Sports safeguarding expectations.
- Not use mobile phones or take photographs unless authorised.
- Respect children's confidentiality and privacy.
- Act appropriately and professionally at all times.

10. Review of Policy

This policy will be reviewed annually or sooner if required due to legislative changes, updates in safeguarding guidance, or changes to school site procedures.

Policy Written: 19th August 2026

Reviewed: 19th August 2027

Name: Jack Dillon

Position: Director

Signed: Jack Dillon