

Exsportise Visitors' Policy:

Exsportise welcomes parents and other people to visit the Exsportise Summer Schools.

Exsportise is committed to its responsibility to safeguard all children in its care and recognises that all children have the right to be protected. A child is identified as any person under the age of 18. Exsportise is also committed to its duty of care to all staff as an employer.

Exsportise has a legitimate interest in Safeguarding and protecting the safety and welfare of students and staff members, avoiding disruption to the educational process, and protecting both Exsportise & our partner schools' facilities and equipment from misuse and vandalism. Therefore, the proper control of visitors is a fundamental part of Exsportise's safeguarding of pupils, staff and property.

Exsportise intends that every anticipated visitor be treated with courtesy and respect and made to feel welcome while on the premises. Simultaneously, Exsportise maintains the right to place limitations on visitors to avoid disruption to operations. However, any limitations will not be unreasonably applied.

The Exsportise Head office, the Centre Manager, Welfare Manager & Camp Admin team have the authority to determine which visits are to be permitted and the decision to set any appropriate conditions on the nature and extent of visits. In exercising appropriate conditions, the designated camp staff consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students.

We ask you as a visitor / contractor to support us by adhering to the following guidelines:

A visitor is defined as any adult person seeking to enter the School premises who is not a pupil, employee of the School or the immediate families of resident staff. Visitors under age 18 must arrive with, be accompanied by and supervised at all times by a responsible adult.

Except in an emergency, visitors should obtain authorisation to visit the School in advance, through contact with the Exsportise Head Office or a relevant camp staff member, typically via Email or Phone call. Visits may not be possible at certain times of day, week or year, for reasons of safety, convenience and / or maintaining an safe environment.

All visitors must always comply with Exsportise Policies, administrative rules and regulations (More information: Safeguarding Policy, Health & Safety Policy).

- All visitors should immediately report to the Exsportise Main Office
- All visitors will be asked to show a form of Identification (for verification purposes – not record keeping)
- In the interest of security and student safeguarding, all visitors and contractors (excluding approved contractors with Enhanced DBS checks) are requested to abide with Exsportise's sign in/out procedure and be supervised by a staff member at all times.

- All visitors are to be issued a visitor identification badge, which must be visibly worn at all times.
- ALL employees are responsible for verbally and respectfully challenging any individual on the campus who is not wearing a visitor identification badge.
- Violence, threatening behaviour, and abuse against staff, students or other members of the school will not be tolerated. All camp members have a right to expect their environment to be a safe place to work and learn.



RESPECT
Treat all children and staff equally with respect and dignity

LISTEN TO CHILDREN
And their concerns while maintaining a safe and appropriate distance

BE MINDFUL OF YOUR BEHAVIOUR
Be a role model – this includes no smoking or drinking alcohol in the company of children and never use inappropriate language

REPORT
If you observe or are approached by a child who appears upset or distressed relay this immediately to the Centre Manager.

All visitors / contractors must **sign in and out** at the Office.
Visitor passes must be worn at all times and returned to the Office before leaving.

Your Safety & Well-being is also important to us, As a visitor/contractor we expect you to take care of the health and safety of yourself and others:



EMERGENCY
If a fire alarm activates, leave the building by the quickest and safest route to the assembly point. Do not attempt to fight the fire (unless you are trained to do so).

ACCIDENTS
All accidents and incidents must be reported to the Office where help and First Aid can be administered

SMOKING
All our venues operate a strict no smoking policy. Please respect this.

SECURITY
Please keep your personal belongings with you at all times. If you must leave items in your car, please lock them safely in the boot of your car and out of sight

Exceptions:

The only exceptions to the case above are:

- Parents/carers (or those nominated by parents/carers dropping off or collecting their children from school. This arrangement, however, must be known in advance.(Typically weekend Arrivals/Departures - where camp staff are supervising around the premises)
- Excludes approved external contractors working for Exsportise, with an enhanced DBS Certificate (ie. Arsenal Football Development coaches)