**OSCAR CLUB’S VISITORS POLICY**

All visitors coming into the setting will be asked to sign the visitors book.

Visitors will be informed of basic fire procedures and evacuation points.

Visitors will be supervised at all times and will never be left on their own with children.

Staff will introduce all visitors to the children explaining why they are in the setting.

Staff will ensure that when visitors leave that they are escorted off the premises.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_