

## **VISITOR INFORMATION POLICY**

Welcome to XYZ After School Club

Please follow the guidelines below whilst you are in the setting.

Please sign in and out in the Visitor Book. You will be asked to show identification.

No personal mobile phones or recordable devices are to be used in the setting. We have a phone should you need to make an urgent call.

A member of staff will accompany you at all times whilst with the children. Please ensure you are not unaccompanied with a child at any time.

Please be aware of the nearest fire exit and assembly point. These will be shown to you on your arrival.

Feed back – We are always looking to improve the service we offer and welcome any comments you would like to make regarding our setting.

We hope you enjoy your visit.

Adopted: Sept 2009

Reviewed: Nov 2015