



# **VISITOR/VOLUNTEER POLICY**

Fusion Childcare Services is committed to providing a safe and secure environment for the children in our care. We welcome Visitors and Volunteers, but we must ensure that this will not have a detrimental effect on the children and that all Visitors and Volunteers have a valid reason for visiting. Accordingly, when Visitors and Volunteers arrive at Fusion we will follow the procedure set out below:

- All Visitor/ Volunteers must sign the Visitors/Volunteer Log, with the reason for their visit recorded and sign out when they leave.
- All Visitors must read and adhere to the Welcome Information, and are shown where the fire exits are and assembly meeting points, in accordance with our Fire Safety Policy.
- All Visitor/Volunteers will hand their phone in to the kitchen in accordance with our Safeguarding Policy and Mobile Phone and Internal Communications Policy.
- Visitors/Volunteer must wear a badge identifying them as a visitor/Volunteer of Fusion.
- Fusion requests all Visitors/Volunteers to bring a type of photographic identification so the identity of the Visitor/ Volunteer will be checked and visually verified by the Manager.
- If staff require further reassurance of the identity of the Visitor/Volunteer they will telephone the employing organisation of the visitor eg: Ofsted, Local Authority, Environmental Health Department, etc for further confirmation. If this is not possible, staff will seek the advice of the Management Team.
- Visitors/Volunteers will never be left alone or unsupervised with the children.
- If a Visitor/Volunteer has no reason to be on the premises, they will be escorted off site. If the Visitor/Volunteer refuses to leave, staff will call the Police. In such an event an Incident Record will be completed and the Management Team will be immediately notified.

## **Permanent or long term Volunteers/ Duke of Edinburgh Students:**

- Will be required to partake in a more detailed induction programme, including providing emergency contact details.
- All volunteers are required to familiarise themselves with Fusion's Core Policies.
- Read Fusion's Code Of Conduct.

## **Volunteer Guidance and Duties:**

- Participate in activities and during organised activities help where required.
- Build a rapport with the children, ask about their day etc
- Help any children who require assistance and help involve children who look lonely (remembers some children enjoy playing alone)
- Get involved in dinnertime.
- Have fun and the children will too!

Adopted on: 04.09.2013

Last Reviewed on: 01.04.17

Reviewed on: 01.04.18

Next review due: April 2019



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Signed.....  
FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and  
equipment [3.62].*