



## **Policy on Visitors to Laser Summer Camp**

At Laser summer camp we operate a strict Child protection policy that will not allow any visitor to look around the site unless they are known by the management. In all cases – a visitor to the school must check in with the main office.

Entrance points – reception, main gate, Victoria Park rd gate, or over fence/wall at many points around the school.

**VIGILANCE IS KEY** – all cases of suspicious visitors on site must be reported.

All staff are told that they must at all times ask anyone that is not wearing Laser shirts, or Exeter school uniform, their business. If they seem in any way suspicious of the persons intentions they must alert a member of staff, whilst keeping their group of children safe.

- ***All visitors are directed to the Laser Office, where they will be met by one of the Camp Directors or managers.***
- ***All visitors will wear a Laser Visitors badge whilst on camp.***
- No visitor will be allowed to walk the site without being accompanied by a member of staff. If this is not possible at the time – the parents/visitors will be asked to wait in the office until a member of staff becomes free.
- If a parent or guardian has turned up to pick up a child early, a member of staff will be sent out to get the child from their activity station.
- If at any time there is a question over the intentions of the visitor, especially if related to the picking up of a child, we will phone the contact number of the parent/guardian of the child in case.

All cases will need to be consulted with G. Baily.