



## **Visitors to TRACKS autism**

Trustees and Staff are very aware of our role in ensuring that children attending TRACKS are safe and their well-being is paramount.

TRACKS autism will operate the following policy regarding visitors attending the setting during session times.

Identification from all visitors not known to TRACKS will be required prior to entry. If any member of staff is unsure of the purpose or reason for their visit, entry will be refused.

The Staff and Trustees will endeavour to arrange, where possible, for maintenance work to the property to be carried out when sessions are not running.

A visitor's signing in book will be maintained as a permanent record. Visitors will be asked to sign in and out.

### **Information for Visitors**

Visitors are required to leave bags, phones, smart watches and cameras in the school office, in a safe place.

Visitors are required to respect confidentiality and show professional courtesy when visiting TRACKS autism.

Visitors should not sit on tables or other furniture not designed to be sat on.

Only staff should be involved in the personal care of the children.

During sessions, visitors should be aware of noise levels. Some of our children do not cope well with noise. Visitors also need to be aware that staff are busy and cannot discuss children for long periods of time.

During "Look" sessions, adults are expected to be silent. Visitors are welcome to observe but not talk over the member of staff leading the group.

If visitors observe anything that they have concerns about, they must address these with the Principal or Deputy Lead in her absence, before the end of their visit.

No visitor will be left alone with a pupil – TRACKS staff to be in attendance at all times.



This policy was adopted by	TRACKS autism	<i>(name of provider)</i>
On	<hr/> February 2023	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/> Alexa Pickersgill	
Role of signatory (e.g. chair, director or owner)	<hr/> Chairperson	