

University of Warwick Holiday Scheme

Visitors and External Providers Policy

Purpose	To ensure visitors and external activity providers are managed safely and consistently and understand the Holiday Scheme's safeguarding, supervision, emergency and professional-conduct expectations.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

Before a Visit or Activity

- The purpose of the visit or activity and required arrangements will be agreed in advance where practicable.
- Relevant risks will be considered before children participate.
- External providers will be informed of relevant safeguarding and emergency expectations.
- Relevant medical, allergy, SEND or other individual information will only be shared where necessary for safe participation.

Arrival and Departure

- Visitors and providers must report to a Holiday Scheme Manager on arrival and departure.
- Visitors must follow staff instructions while on Holiday Scheme premises.
- Holiday Scheme staff remain responsible for safeguarding and supervision arrangements during externally delivered activities.

Safeguarding and Professional Conduct

- Visitors and providers must maintain appropriate professional boundaries with children.
- Personal mobile phones and photography must comply with the Holiday Scheme Mobile Phone, E-Safety and safeguarding procedures.
- Any safeguarding concern must be reported immediately to a Holiday Scheme DSL or senior member of staff.
- Visitors must not be given unsupervised access to children unless this has been specifically established as appropriate and required safeguarding arrangements are in place.
- **An Enhanced DBS check is required if the visitor attends the Holiday more than once in a month.**

Emergencies

Visitors and providers must follow emergency and evacuation instructions for the venue and directions from Holiday Scheme or University staff.