Visitor Log

APPROACH

Please refer to the Safety Policy

The Visitor Log is maintained in each center by Site Managers and Substitute Directors. All individuals age 18 and older who enter the center when children are present and are not enrolled in the Central Background Registry (CBR) are recorded onto the Visitor Log, with exception to enrolled parents/guardians and others who are authorized to pick up children. Examples of visitors age 18 and older who are recorded onto the Visitor Log include, delivery drivers, contractors who are not SOHS employees, student observers, visitors touring the center, photographers, and community volunteers who are not enrolled in the CBR. All classroom volunteers and visitors are never left alone with children and are under the supervision of center staff at all times.

PROCEDURES:

All center staff are responsible for ensuring that any visitor who enters the center while children are present and is not enrolled in the CBR are recorded onto the Visitor Log. The name of the individual, the arrival and departure time, and reason for visit is documented onto the log. Center staff ensure each visitor is supervised and never left alone with children. In the event of an emergency evacuation, or center lock down, staff continue to ensure the visitor is not alone with children.

Each completed log is filed in the Facilities binder in the Visitor Log section and kept for two years. The Safety and Compliance Manager reviews each center’s Visitor Log during quarterly center audits. Each Site Manager reviews the Visitor Log monthly to ensure staff are documenting visitors and volunteers who are not enrolled in the CBR.