



Viva Gymnastics Club

Companies House: CE020282

Registered Charity: 1187339

Hilsea

Unit 8D, Skill Centre

Limberline Spur

PO3 5LF

Portsmouth

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www.viva-gymnastics.club

Visitors Policy VERSION CONTROL

Status	Version	Owner	Date	Changes
Live	v1.2	Viva Gymnastics Club	29 Mar 2026	Document reviewed
Live	v1.1	Viva Gymnastics Club	11 Feb 2025	Document reviewed
Approved	v1.0	Viva Gymnastics Club	15 Mar 2023	



VIVA GYMNASTICS CLUB

Registered Charity Number: 1187339

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VISITORS POLICY

Our commitment to safeguarding means that we take the safety of our children extremely seriously. If any staff member at any time feels a visitor to site will compromise the safety of the children attending or to staff, we reserve the right to refuse entry and take the necessary steps to protect the children and staff that attend our Club.

If parents or carers repeatedly violate our policies, their child's space will be at risk.

No parent or carer, for their safety and that of the gymnasts training, is permitted into the training area or staff office unless under the direct direction of the Head Coach.

All visitors to the Club are welcome but may be asked to bring formal identification with them at the time of their visit, depending on the nature of the visit. Everyone must follow the procedure below:

- At times when the doors are closed, all visitors must stop at the door and knock or press the call button to gain access to site, explaining who they are and the purpose of their visit. We reserve the right to refuse entry.
- Once on site, no visitor is permitted to enter the training area under any circumstances.
- At the door/waiting area, all visitors must state the purpose of their visit and give the name of the person who has invited them. They should be ready to produce formal identification upon request.
- All visitors who need to enter into the gymnastics training area will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come into the waiting area to receive the visitor.

The contact will then be responsible for the visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied.

Unknown/Uninvited Visitors to the Club

Any visitor to the Club site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the Club site.

They should then be escorted to the waiting area. The procedure outlined above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Coach/Senior Leader should be informed promptly.

The Head Coach/Senior Leader will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the club grounds, police assistance will be called for.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.