

## Cranford

### Access to the service by non-staff members

Visitors must sign the visitor book with the times they enter and leave. The family who live above which is the owners family are usually the only other people who will access the service, all members of Fiona's family are police checked.

All visitors who are working on the premises will be supervised at all times, children will be supervised at all times whilst workers are in the building.

Staff will be aware of the door ensuring other people do not open the door to unknown people.