



Visitor & Overnight Guest Policy Cromer Foyer

1. Visiting times are between the hours of **8am** and **11pm**, with no more than 2 outside visitors allowed. A maximum of **4** people in any bedroom permitted at any time.
2. All visitors must provide a **valid form of photo ID to include DOB (except family members)**, of which a copy will be kept on file at the foyer. *This includes people known to staff already.*
3. Visitors **must sign in** on the appropriate list every time they enter the site.
4. Any visitor who has not signed in will be considered to be an unauthorised person and required to leave the premises.
5. Visitors **must sign out** of the foyer premises, every time they exit the site.
6. An overnight guest is only permitted for 3 nights per week. They need to be signed in on both the list & on an overnight slip **by 8pm(ish) & show staff ID.**
7. All visitors must be at least 16 years of age. Visitors under the age of 16 will not be permitted upon the foyer grounds anywhere at any time, unless accompanied by a parent or carer (or with written authority from them each visit).
8. Visitors are subject to the guidelines, policies and procedures of the organisation whilst upon the premises. Visitors must abide by House Rules and policies **at all times**, paying particular attention to Health and Safety guidelines.
9. Residents are responsible for the behaviour of their visitors and will be held accountable for any breach of foyer rules by their visitors.
10. Staff reserve the right to refuse entry and can ask visitors to leave at any time.
11. Any visitor suspected of being under the influence of alcohol or illicit substances will be refused entry and may be precluded from further visits.
12. Any visitor attempting to bring illegal substances or any item that may reasonably be considered a weapon onto the premises will be precluded from visiting the premises with immediate effect and the Police may be contacted.

Resident: _____

Date: _____

Staff Member: _____

Date: _____