



## Visitors and Volunteers Control Policy

In an effort to maintain program security, especially for our children and youth programs, Cottage Cove will maintain records of all non-staff persons on the premises. Only regular daily staff and those designated intern staff are exempt from the usual requirement to sign in and out. These individuals have a reasonable and common expectation to be on the premises as usual. All other visitors, volunteers, service people, etc., will register their presence in and departure from the facility. Our clients (i.e. those who benefit from attendance and participation in our programs) are not required to sign in, as they are granted supervised access to the premises on a limited basis. Similarly, those attending public meetings at Cottage Cove are also granted limited unlogged access to the facility. Notwithstanding, Cottage Cove may track and log program participation in a separate manner. Those signing out children (i.e. clients) from program or making delivery or pickup at Cottage Cove are not required to otherwise log their presence on the property provided their presence is brief and confined to the front or rear entranceways. Cottage Cove retains the right to limit or ban any person from our property or facility at our discretion and does not need to provide a reason to the affected party. This right may be exercised by any regular staff member. Subsequent appeal of such expulsion or ban may be made to the Executive Director (or, in his absence, the Board of Directors), whose decision is binding.