

Oxford Spires International welcome visits and visitors at all venues, schools and centres. We adhere to the following guidelines with regard to visits of all kinds including:

- Family & friends visits
 - Agent visits
 - Supplier visits
 - Head office visits
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1. All visitors, except those employed by the Oxford Active Partnership, should give at least 12 hours' notice to the Centre Manager before their visit
 2. All visitors must sign in and out the building. The Centre Manager should ensure that all visitors have signed in
 3. All visitors must wear a lanyard with an ID card
 4. The visitor must provide a form of photo identification when they arrive
 5. The Centre Manager should be informed by the visitor of any dietary or mobility requirements at least 48 hours in advance to ensure compliance at the site
 6. No visitor should be left unattended at the centre. They must always stay with an Oxford Spires International member of staff
 7. If staff see any unknown adults or children on site, they should challenge them and report them to the Centre Manager who will check their ID and reason for visiting
 8. Visitors outside of the Oxford Active Partnership are not allowed to take photographs at any time without the express permission of the Centre Manager

