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Last Updated: 28/04/2025

## Visitor Policy

### 1. Introduction

This Visitor Policy ('Policy') is established by Gamers Hub Network ('Agency') to ensure a safe and secure environment for all staff, content creators, visitors, and members of the public.

### 2. Scope

This Policy applies to all individuals visiting Gamers Hub Network premises, including meeting attendees, prospective clients, and parents/guardians of content creators.

### 3. Visitor Check-In and Identification

All visitors must check in at reception and present valid identification if requested. A visitor lanyard must be issued and worn visibly at all times within controlled access areas. Visitors must sign in and out, recording their time of entry and exit.

### 4. Access Restrictions

Visitors are only permitted in designated public and meeting areas. No visitor may access working areas without express authorization and escort by a staff member.

### 5. Behavior Expectations

Visitors must act respectfully towards all individuals on-site. Inappropriate behavior will result in immediate removal from the premises.

### 6. Safeguarding

Visitors must not be left unsupervised with minors (under 18 years old) unless prior written authorization has been obtained. All concerns regarding safety or safeguarding must be immediately reported to the Designated Safeguarding Officer.

**VAT No: GB123456789**

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## 7. Liability

Gamers Hub Network accepts no liability for visitor property or any personal misconduct during visits.

## 8. Amendments

This Policy may be updated periodically. Visitors are encouraged to review the latest version prior to visits.

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