

## **Craven U3A - Visitor policy**

Visitors are welcome to attend any U3A class or regular group activity, subject to the permission of the group leader. A visitor is any person who is not a member of Craven U3A who is taking part in a Craven U3A activity, but excluding non-members invited by the Group Leader to assist in the running of the session on one or more occasions. Visitors must comply with any relevant instructions given by the Craven U3A Group Leader. Each visitor is limited to two visits per class/interest group in any one calendar year; any subsequent participation requires enrolment in the U3A.

*With the permission of the group leader, a member of a Craven U3A may invite another member of Craven U3A to attend a group meeting – this person is not considered a visitor for the purposes of this policy.*

Non-members attending occasional Craven U3A events that are open to the public, e.g. Open Event, quiz, concert or ceilidh, are not considered as visitors for the purpose of this policy.

There is no limit to the number of visitors at any one event, trip or meeting, providing this does not interfere with the smooth and safe running of the event or spoil the enjoyment of the event for members.

Group leaders shall keep a record of visitors to their group. This must include the name of the Group Leader or other person recording the visitor, the name of the visitor and the date of the visit. These records must be passed to the Secretary at the end of the event, course or Membership Year, and should be retained for one year.

This policy to be reviewed annually.

Adopted by the committee of Craven U3A 17 Sept. 2014

*Reviewed November 2018*