

Section 11: Guidelines for Guests at Ovoca Manor Residences

Staff Houses on Ovoca Manor grounds include Woodview and Orchardview semi-detached houses between the Manor house and the sports hall, the Annex/Apartment and the static caravan beside the sports hall.

Staff are permitted to have guests in their staff houses. However, if the guests are staying overnight, the Duty Manager must be informed.

Any guests, who are not SU volunteers, are free to be on the grounds of Ovoca Manor as long as their activity does not interfere with any group using the site. They should not enter the following areas unaccompanied by staff when there is a group using the site.

- The Manor House
- Densmore Lodge
- Sports Hall, Pool or Playgrounds
- Campsite facilities (at campsite)
- Workshop (below Annex)

Guests should not enter the high ropes area at any time without staff supervision.

Staff are expected to ensure their guests are aware of expectations in Scripture Union's Child Protection Policy.

Staff/Visitor I.D.

- Staff, including casual staff are to be always identifiable when a group is on site. Staff must wear either an Ovoca Manor branded uniform, arm band or a name badge which will be supplied by the Ovoca Manor Centre Manager.
- Ovoca Manor volunteers must wear a lanyard with staff clearly visible when a group is on site. These will be supplied by Ovoca Manor Centre Manager.
- Freelance instructors must wear an appropriate form of identification based on the activity they are instructing. The Ovoca Manor Centre Manager is responsible for defining and providing appropriate identification.