

ABBOTS HALL OUT OF SCHOOL CLUB

CHECKING THE IDENTITY OF VISITORS

During **ALL** club sessions all visitors **MUST** sign in the Visitors book and show us a valid form of identification.

We will then cross reference with the school, if the Visitor has not been scheduled in we will contact the Estate Manager for information regarding the Trades Person / Visitor, if we still cannot verify the visitor we will refuse entry to the school and its grounds.

Ofsted is the exception to this as we do not receive any notice of them visiting the setting; we will still require a valid identity and will still need them to sign in the visitor's log.

All staff know the procedure and how to deal with any situation that might arise.

We reserve the right to contact the police if we feel someone is trying to gain entry to the setting, or the school without permission, or if staff feel threatened by any visitor within the school grounds.

Date May 2019