

Lancaster Lane *Stoppers*

After School Club



Checking Identity of Visitors Policy

Statement of Intent

From time to time we will have visitors to *Stoppers* After School Club. This policy is in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite. The main elements of this policy are noted at the top of each page of the visitor signing in register to ensure each person visiting is aware of our requirements and expectations during their visit.

Method

Any visitors to the pre-school can only gain access via the security-controlled front door to Lancaster Lane School, which can only be operated by a member of staff. Visitors must state what the purpose of the visit is or whom they are coming to see and provide identification. This identification should be validated if a member of staff is at all unsure. This should be done by telephoning *Stoppers* After School Club to confirm their visit. It is better to be safe and sure than to be at risk.

All visitors to the setting will be required to sign in the ***Stoppers* Visitor Register** which is kept at the main entrance, reception area.

The following information will be logged:

- Date
- Time in
- Time out
- Name of visitor
- Reason for visit or who they are visiting

- ID checked

During their visit, visitors will be asked to:

- Familiarise themselves with the emergency evacuation procedures. These are displayed near all fire exits from the premises. A member of staff will alert the visitor if we are expecting a fire alarm test.
- Remain clearly visible to a member of staff at all times while they are on the premises. At no time should a visitor enter the children's bathrooms unless they are accompanied by a member of staff.

If an unexpected visitor has no suitable reason to be on the premises they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately.

A record will be made of any such incidents in the Incident Record Book and the Manager will be immediately notified.

This policy was adopted by: Lancaster Lane <i>Stoppers</i>	Date: 16/11/15
To be reviewed: November 2016	Signed: