



Graitney Club

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Policy reviewed by:
Policy revised:
Date of next review:

Visitors Policy

Visitors coming to Graitney are often by prior arrangement. If somebody visits unexpected we would require photo ID to acknowledge who they are, this may then lead to a phone call to their employers to ensure their identity. We have the right as our duty of care to refuse visitors entering the setting if we feel it is an unsuitable time.

When people visit Graitney, they are expected to sign in at the front office of Crawley Ridge Junior School. There they will be asked to sign in, name, date and time. Once they have finished their visit they will be asked to sign out. A member of Graitney will log the visitor in the daily register and make them aware of the fire procedure and the nearest fire exits in the event of a fire. The visitor can be identified by wearing a Visitors sticker.