

Volunteers & Visitors

To ensure the safety of all children and staff at all times, it is important to know who is onsite at all times. During peak arrival and departure times the front desk/door will be manned so staff are able to monitor who enters the building. Outside of these times the door will be locked and staff will proceed with caution when allowing people onsite.

Staff will always establish a person's identity before granting access, asking to see identification when necessary.

All visitors will be required to sign in and out at the front desk, stating their reason for visiting. As we are normally based in schools, there will be occasions that teachers will enter the building to do work- they must also sign in and out; by doing so they agree not to interfere with the running of the club as stated on the sign in sheet.

Visitors that are attending the club to run a session must provide proof of a valid DBS check on or before arrival. Teachers must carry their ID badges as proof of who they are.

On occasions staff are employed as volunteers and therefore do not hold a DBS check- these staff will not be left unsupervised with the children at any time and will take no part in any personal care.

As a large proportion of FACEvents sessions take place in the school holidays or outside of school hours, the school may arrange for contractors to be on site. The school will provide FACEvents with all relevant information prior to this taking place (name of company, date, time, access required) so they are able to identify the individuals, be aware of where they are working and keep the children away from that area. The school office manager is responsible for carrying out an appropriate risk assessment for each instance.