

Rainbow Pre-school Procedure When Answering the Front Door



What to do when answering the front door

**Look through the glass in the door before opening the door
(If you are at all suspicious of the person put the safety chain on before
opening the door and speaking to them)**

Ask them to show their Identification before being allowed on the premises

**If they have no ID they need to state the reason for being on the premises
and ask for a number that you can call to get identification of the visitor,
but if still not sure ask them to come back with ID.**

**If the visitor then starts getting abusive, close the door, walk away and
call the Police (Telephone 999)**

All visitors need to sign the visitor's book

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