



Policy and Procedure for Checking the Identity of Visitors

Statement of Intent

At Churchill Pre-School we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life. Checking the identity of visitors to our setting and the items in the possession of visitors, including mobile phones, is a safeguarding requirement within the Early Years Foundation Stage statutory Framework. In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

All visitors will therefore be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone/s, in a safe place during their visit.

Aim

Our overall aim is to ensure children in our care are kept safe from harm through implementing this policy and procedure.

Procedure for checking the identity of visitors:

- If the visitor or prospective parent is unknown to the setting we check their credentials and reason for visit before allowing them to enter the setting
- If the visit is pre-arranged we check the setting diary to ensure we are expecting the visitor who has arrived
- We ask for at least 1 form of identification to verify who the visitor is and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log. The Visitor or prospective parent is required to sign the book/log and their signature is then checked against their identification
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book/log and will not be left unsupervised in the setting

- If a prospective parent is expected at the setting we compare the details given with those in the setting diary, comparing identification to verify who they are with the details noted
- We do not permit entry to visitors who are unknown and/or visitors where we are unable to verify their identity

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