



7.1 Procedure for checking the identity of visitors

- We endeavour to ensure that all visits by professionals or prospective parents to the setting are by prior appointment.
- 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.
- We ask for at least 1 form of identification to verify who visitors are and, if appropriate, which organisation they work for (e.g. 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

Adopted by North Leigh Pre-school Management Committee 22 June 2021

Signed by Chairperson – Mrs. Evelyn Cookson
