



## Child Protection

### **Procedures for checking the identity of visitors**

#### Policy Statement

We have visitors to the pre-school for many reasons, ranging from NVQ Assessors to prospective parents. This policy sets out the procedures that are in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite.

#### **Procedures**

- The gate to the outside area must be locked at all times. It is the responsibility of the sessions outside practitioner to check the gate is locked before children access the outside area.
- When the outside area is not in use, the main door must remain locked. This must be checked when parents leave, when coming in from outdoor area and frequently during the session.
- It is the manager/deputy manager's responsibility to inform staff of any planned or expected visitors.
- If visitors arrive whilst outside area is in use, the practitioner outside must verify the identity of the visitors. If it is an expected visitor, practitioner must ask visitor to confirm name.
- If visitor arrives when the door is locked, practitioner must step outside to check visitor's identity. This must be done by asking for a name, who they are here to see and the reason for their visit.
- Any visitor who suggests they are anything other than a family member or prospective user, must have a valid identity card. If I need further verification I will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- Any visitor or prospective parent must remain supervised whilst I do these checks, and throughout their visit.
- The practitioner must ensure that ID has been checked and the visitor's log is completed with the visitor's name, reason for visit, time and date.
- The visitor is required to sign the log and their signature is then checked against their identification.
- If the visitor or prospective parent is known, check that they have a valid reason to enter. They are then required to complete the visitor's log and must not be left unsupervised in the setting.
- Visitors are required to store their belongings safely in the locked cupboard.

This policy was written by Karen Locke

- This policy was adopted at a meeting of .....
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- Held on .....
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- Signed by the manager of pre-school .....
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- Signed on behalf of the management committee .....
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- Name of signatory .....
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- Role of signatory .....
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- Review date October 2015