

## Visitor Policy

January 2018

From time to time we will have visitors for many reasons. This policy is in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite. All visitors will be made aware of our requirements and expectations during their visit.

### Procedure for checking the identity of visitors

- All visitors are directed to the main front door
- 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 they are 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. Visitors are accompanied at all times when on the nursery premises and NEVER left alone with a child
- 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