

8.3 Checking of visitors' identity policy and procedure

In most instances, visitors to the setting will have made a prior appointment. However, if someone arrives at the setting without an appointment, we will check their ID and ask the reason for their visit. Once we are satisfied that there is a genuine reason for their visit, a temporary ID badge will be issued. They will be asked to read the safeguarding and evacuation procedure for visitors, which is found in the visitors' signing in book, and then be asked to sign in, as well as signing a separate sheet to confirm that they have read and understood our procedures.

They will be asked to hand over any mobile phones/devices for safekeeping in the office until their visit is complete.

We will ensure that visitors are always accompanied by a member of staff during the visit and are never left alone with a child/dren during their time in the setting.

Where applicable, for example a parent helper, long term visitor, such as someone on work experience, we will make them aware of our behaviour management policy and procedure, alongside our Child Protection Policies and procedures (together with any other relevant procedures felt appropriate).

This policy was adopted by	____ ARPS&K _____
On	____ 28/09/16 _____
Signed on behalf of the provider	_____
Name of signatory	_____
Role of signatory	_____
Reviewed on	____ June 2024 _____
Signed	_____