

Bertie's

NURSERY SCHOOL

Wraxall

B8.4

Procedure for Checking the Identity of Visitors

Aim:

The aim of this policy is to ensure that the identity of all visitors are checked before entering Bertie's Nursery. This is in order to safeguard the children and protect their welfare.

Procedures for staff:

- If a visitor is unknown to Bertie's Nursery setting, a member of staff will check their credentials and reason for visiting before allowing them to enter the building
- We ask for at least one form of identification to verify who a visitor is, for example an official identity badge or a driver's licence and if appropriate which organisation they work for,
- If Bertie's nursery staff require further verification, the staff will contact the organisation that the visitor works for
- Bertie's nursery staff will ensure that the visitor is supervised whilst they carry out the above checks and throughout the time that they are within the setting
- All visitors to the setting will sign in using the visitor form/system. This will include their name, reason for visit, and time entering and leaving Bertie's nursery
- A member of staff will record the type of identification that has been checked and the member of staff who has checked it (also in visitor book/system)
- If a visitor is deemed credible and allowed to enter Bertie's Nursery, Bertie's staff will ensure the visitor's mobile phone is handed in to the office, which will be held there until the visitor leaves the setting
- If a visitor is known to the setting, Bertie's staff will check that they have a valid reason to enter. They too will need to record details in the visitor book/system and also hand in their mobile phone

This policy was adopted on	Signed on behalf of the nursery
20/10/18	<i>H Fulton</i>