Example procedure for checking the identity of visitors and visitors log

Setting's Name:

Procedure for checking the identity of visitors

- 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
- 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

Visitor's Log

Date	Name of visitor	Reason for visit	Type of identification seen	Staff signature (ID verified)	Arrival time	Signature	Departure time	Signature

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Setting's Name:

Visitor's Log

Date	Name of visitor	Reason for visit	Type of identification seen	Staff signature (ID verified)	Arrival time	Signature	Departure time	Signature