



## Visitors Procedure/Policy

### Statement of intent

As a preschool we welcome visitors to see and share in the work we are doing with the children.

We aim to achieve this by:

- Having an open door policy for parents/carers who can come into preschool at any time (see policy on parent/carer involvement and settling in).
- Welcoming students, staff from the reception class of feeder schools and professionals from outside agencies or children's services offering support to children or staff (ensuring staff availability and minimum disruption to the welfare of the children).

### Procedure for checking the identity of visitors

- All doors to the preschool will be locked during the session times, except during the time that children are arriving or departing with parents/carers. At these times a member of staff will remain at the door at all times until it is secured again.
- Anyone leaving the session will need to be checked and locked out by a member of staff..
- Any visitors to preschool must be prepared to show suitable identification.
- Visitor's names will be recorded, including the time of arrival and departure and their reason for visiting, the member of staff **must** record what identification they have seen in the visitors book
- 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

Signed: \_\_\_\_\_

Policy Date: \_\_\_\_\_

Review Date: \_\_\_\_\_