

This policy will be reviewed in full by the Management Team on an annual basis.

The policy was last reviewed and agreed by the Management Team	Manager		Deputy Manager	
	Name	Signature	Name	Signature
January 2026	Natasha			

This policy is due for review up to 12 months from the above date

Safeguarding Children: Visitor Identification Policy

Legal Basis: Related Sub Section in the Statutory framework for the early years foundation stage (March 2021)

Premises

3.63. Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised. **Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.** Providers must consider what additional measures are necessary when children stay overnight.

1 PROCEDURE

If the visitor or prospective parent is unknown to the setting, we check their credentials/photo ID and reason for visit before allowing them to enter the main setting

- We ask for at least one form of identification to verify who they are and, if appropriate, which organisation they work for (e.g. 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 log book.

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 log book and will not be left unsupervised in the setting.

All visitors, **every time they visit**, are informed/reminded that:

- They must not use mobile phones whilst in the setting and are encouraged to leave mobile phones in the staff areas or in their cars.
- Procedure in the event of evacuation
- That they must not enter the bathroom area (unless with their own child, following a check of the bathroom area by a member of staff)
- They are asked to report any welfare or safety concerns they may have to a member of staff immediately

All visitors must sign out on leaving the preschool, noting the time they leave.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.

I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date