

# Checking the Identity of Visitors Policy Forest Kindergarten Sevenoaks

<b>Signed:</b>	<b>Date: May 2017</b>
<b>To be reviewed May 2018</b>	

From time to time we will have visitors to the Forest Kindergarten for many reasons, ranging from NVQ Assessors to Early Years and Childcare Service Advisors, to parents and other interested parties. This policy is in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite. All visitors will be made aware of our requirements and expectations during their visit.

## **Method:**

Each visitor will be approached by a member of staff and asked what the purpose of the visit is or whom they are coming to see and provide identification. This identification should be validated if a member of staff is at all unsure.

The following information on all visitors to the setting will be logged on the '**Visitor Record Sheet**' kept in the information folder in the Rucksack.

The following details will be recorded on the form: date, time in, time out, name, purpose of visit. Their ID will also be checked.

During their visit, visitors will be asked to:

**Remain clearly visible to a member of staff whilst they are on site.**

If an unexpected visitor has no suitable reason to be on the site they will be asked to leave immediately and be escorted from the site. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately. A record will be made of any such incidents on an Incident Record form and the Manager will be immediately notified.

For regular visitors a Disclosure and Barring Service check will be completed.