



EXAMPLE PROCEDURE:

Checking the Identity of Visitors Procedure and Template 2020

This is an example procedure, which registered early years providers may adapt to reflect their own practice. This procedure is provided by North Somerset Local Authority as guidance only.

Whilst every effort has been taken to ensure that the information provided is accurate and up to date, North Somerset Local Authority will not be held responsible for any loss, damage, or inconvenience caused because of any inaccuracy, error or omission.





Checking the Identity of Visitors Procedure

- If a visitor or prospective parent is unknown to me, I/we will check their credentials and reason for visit before allowing them to enter the setting
- I/we ask for at least 1 form of identification to verify who the visitor is and, if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard which shows signature)
- If I/we need further verification I will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- I/we ensure that the visitor or prospective parent is supervised whilst I do these checks, and throughout their visit
- I/we record that ID has been checked, together with the visitor's name, reason for visit, time and date in the visitor's log. The visitor or prospective parent is required to sign the log and their signature is then checked against their identification
- If I/we know the visitor or prospective parent, I/we check that they have a valid reason to enter. They are then required to complete the visitor's log and will not be left unsupervised in the setting
- ***[In line with your GDPR responsibilities, be sure to direct all parties named in this document to your privacy statement]***

Addendum

During the COVID-19 situation, in addition to above

Attendance to the setting will be restricted to children and staff where practicable.

Visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus. They will be asked to sign a declaration form. The supervision of visitor's policy will be followed in these cases.

Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for example to ring the bell and leave the delivery at the door.

Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.



Visitors Log

Date	Name of visitor	Reason for visit	Type of identification seen	ID verified by:	Arrival time	Signature	Departure time	Signature

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