

# Procedure for Checking the Identity of Visitors



Responsibility for oversight and update of this procedure	Headteacher/Admin Staff/EYFS Lead
<a href="h://Academic Year 2022-2023/Procedure for Checking the Identity of Visitors">h://Academic Year 2022-2023/Procedure for Checking the Identity of Visitors</a>	

*Developing the roots to grow and wings to fly*

At Chadsmead Primary Academy we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life. Checking the identity of visitors to our setting and the items in the possession of visitors, including mobile phones, is a safeguarding requirement within the Early Years Foundation Stage Statutory Framework. In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Our overall aim is to ensure children in our care are kept safe from harm through implementing this procedure.

## Procedure

- If the visitor is unknown to the setting we check their credentials and reason for visit before allowing them to enter the setting.
- If the visit is pre-arranged we check the setting diary to ensure we are expecting the visitor who has arrived.
- We ask for DBS details 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 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 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 on our electronic visitor system.
- If the visitor is known to the setting we check that they have a valid reason to enter. They are then required to sign in on our electronic visitor system and will not be left unsupervised in the setting unless we have details of their DBS.
- If a prospective parent is expected at the setting we compare the details given with those in the setting diary, comparing identification to verify who they are with the details noted.
- We do not permit entry to visitors who are unknown and/or visitors where we are unable to verify their identity.