

## Visitor Identity Procedure

- When visitors come to our nursery, a member of staff will verify their identity before they enter the building.
- If the visitor is staying all day, we ask them to sign their mobile phone into the mobile phone register/box located in the reception area. The exception to this would be if it is a work phone and the visitor needed it to hand for example Ofsted, Early Years, Assessors etc.
- All visitors are required to sign in the visitors' book; noting the time in and out of the building, the company they are with, if a prospective parent etc. They are then asked to read our confidentiality notice which is located with the visitors' book.
- When showing a visitor into the nursery, unless they are on the premises in a direct professional manner (Ofsted Inspector, Advisory Teacher etc), they are never left unaccompanied; a staff member will escort them through the setting to ensure we are implementing our Safeguarding Procedures
- We inform the visitor of health and safety practices and emergency routes for example in the event of the fire alarm sounding.
- If the visitor is attending the nursery for supply cover, the member of staff will ask the visitor for ID and check relevant documentation of the named person. They are then required to sign the staff register to say they are in the building, sign in their mobile phone on the mobile phone register and read our Safeguarding policy, followed by an induction.
- We operate with a finger print security system to be able to enter the building and the nursery rooms. Parents/carers are able to access the front door and the door to their child's room.

**Reviewed By Clare Hayes and Tracy Cox**

**Reviewed on September 2016**

**Next Review Date September 2017**