



VISITORS POLICY

- All visitors to the setting are required to sign in and out in the visitors book, recording the time, date and purpose of visit.
- If the visitor is unknown to the setting a member of staff is required to check their credentials and reason for visit before allowing them to enter the main setting
- If staff see any unknown adults or children on site, they should challenge them and report them to the Manager who will check their ID and reason for visiting.
- We ask for at least one form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bank card 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
- Visitors will be normally be supervised at all times during their visit to the setting
- Some visitors may be left unsupervised if they are well known to the setting, the reason for their visit is known and can be verified, and they have an enhanced DBS disclosure
- All visitors are required to sign out when leaving the setting