



Checking the identity of Visitors Policy

Policy statement

Kiddies Kapers and Little Rays Nurseries recognises from time to time visitors will drop in on the setting for meetings, reviews or other reasons in connection with the running of the setting. In these instances the welfare and safeguarding of the children within the setting is of the utmost importance and our Checking the Identity of Visitors Procedure will be strictly adhered to.

Responsibilities

- All verified visitors upon arrival will be shown the “Information for Visitors” card which outlines:
 - The Emergency Evacuation Procedure
 - Child Protection & Safeguarding of children, together with the name of the setting’s Designated Safeguarding person
 - Our policy for the use of mobile phones, cameras and recording devices in the setting.
- All visitors must be signed in to and out of the visitor’s book and wear a Visitors ID badge at all times.
- No visitor will be allowed any unsupervised access with the children in the setting. Any contact will be supervised at all times by an appropriately vetted person.