
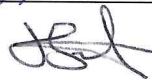


Policy and Procedure for Checking the Identity of Visitors

Policy Originator	LA
Governor Responsible	Jacqui Broadhead
Status	Recommended
Last reviewed	Summer 2017
Ratified on	18 th May 2017
Review period	Annual
Signed	 STUART PARKER



Statement of Intent

At Campsbourne School 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. 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.

All visitors will therefore be required to verify their identity and wear a visitors lanyard.

Aim

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

Procedure for checking the identity of visitors:

- If the visitor or prospective parent is unknown to the school we check their credentials and reason for visit before allowing them to enter.
- If the visit is pre-arranged we check the school calendar to ensure we are expecting the visitor who has arrived.
- 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 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.
- All visitors are asked to read the Safeguarding / Health and Safety Notice before signing in.
- All visitors are provided with a visitor lanyard.
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out.