

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Beech Green Nursery and Out of School Clubs

Checking the identity of Visitors Policy



Policy statement

Beech Green Nursery and Out of School Clubs 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 upmost importance and our Checking the Identity of Visitors Procedure will be strictly adhered to.

Responsibilities

- There will be made available to verified visitors upon arrival:
 - The Emergency Evacuation Procedure
 - Child Protection & Safeguarding of children, together with the name of the setting's Designated Safeguarding Lead
 - 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 setting 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.