

## Checking the identity of visitors

### Policy statement

Dragonflies Preschool recognises that from time to time visitors will visit 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

- All verified visitors upon arrival will be shown the “Information for Visitors” sheet which outlines:
  - 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 and out at the school reception desk 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.

This policy was adopted by

Dragonflies Preschool

On

April 2025

Date to be reviewed

April 2026

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee