# Checking the Identity of Visitors Procedure and Template (2022)

## Checking the Identity of Visitors Procedure

* If a visitor or prospective parent is unknown to me, I/we will check their credentials and reason for visit before allowing them to enter the setting
* I/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 I/we need further verification I will contact the main landline telephone number of their organisation and ask to be put through to the visitor’s manager
* I/we ensure that the visitor or prospective parent is supervised whilst I do these checks, and throughout their visit
* I/we record that ID has been checked, together with the visitor’s name, reason for visit, time and date in the visitor’s log. The visitor or prospective parent is required to sign the log and their signature is then checked against their identification
* If I/we know the visitor or prospective parent, I/we check that they have a valid reason to enter. They are then required to complete the visitor’s log and will not be left unsupervised in the setting

## Visitor Log

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name of visitor** | **Reason for visit** | **Type of identification seen** | **ID verified by:** | **Arrival****time** | **Signature** | **Departure****time** | **Signature** |
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| **Date** | **Name of visitor** | **Reason for visit** | **Type of identification seen** | **ID verified by:** | **Arrival****time** | **Signature** | **Departure****time** | **Signature** |
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