Early Years Foundation Stage (EYFS) Checking the Identity of Visitors Policy

Approved by: Governing Body	**Date:** April 2023
Last reviewed on: **March 2023**	
Next review due by:	April 2024

Contents

1. Aims

This policy and procedures aim to ensure:

- The safety and care of all children through ensuring we are providing a safe secure site at all times.

- A clear framework of procedures to follow ensuring any visitors to the nursery are appropriately identified prior to them entering the part of the premises in which the children are being cared for.

2. Legislation

- This policy is based on requirements set out in the 2021 statutory framework for the Early Years Foundation Stage (EYFS)

3. Checking the Identity of Visitor's Policy's statement

Children's safety is maintained as the highest priority at all times. This ensures that children attending the Early Years are safe and cared for to minimise risk and to maintain safe practices. This policy is a statement of procedures and responsibilities for the identification and verification of visitors who are trying to access the building where children are being cared for.

4. Building security procedures

To ensure the children's safety while they are in the building, staff, parents and carers must follow the procedures below.

On entry at the start of the session, children are taken from parent/carer at the door to reception classes / gate for Butterflies/ door to main nursery building for Caterpillars to limit access of unauthorised adults into the buildings. There must be a high presence of staff monitoring entry and exits at the start and end of sessions.

Once all the children are on site, the external gates and external doors to the building are locked and empty classrooms have windows closed to prevent intrusion and to ensure children and staff safety. There is a secure fob entry system in use for entry by staff into the nursery building and into the individual nursery classes. Staff must ensure the doors are closed behind them. Parents/carers are requested, by signs on the doors, not to allow entry to other parents and visitors.

5. Verification of visitor's identity procedures

There is an intercom system linked to the external gates and external doors for visitors.

When answering the intercom system, staff must check who is requesting entry.

If Staff do not recognise the visitor, they must not allow entry to the grounds. They must go down to the gate to verify identify and ask who the visitor is at the nursery to see.

Items used to verify identity include:

- Driving licence
- Passport
- Company identification card.

When visitors and volunteers enter at the nursery reception they must sign in.

If the visitor is for Year R (Reception) or the main school, they must be directed to the main school office via the external main gate. Visitors must NOT be allowed through the east entrance door to the school unaccompanied.

6. Children leaving the nursery early

Children are only allowed home during the nursey sessions with adults/carers with parental responsibility or their permission being given. All children leaving or returning during the school day must be signed out/in on the register including who collected or returned the child to nursery.