Holy Trinity EYFS
Procedure for Checking the Identity of Visitors
September 2025

Policy Statement

At Holy Trinity EYFS and Nursery 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 and the items in the possession of visitors, including mobile phones, is a safeguarding requirement within the Early Years Foundation Stage Statutory Framework.

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 to the satisfaction of staff
- expected to switch off their mobile phones
- accompanied by a member of staff at all times

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 setting, we check their credentials and reason for visit before allowing them to enter the setting.
- If the visit is pre-arranged, we check the setting diary to ensure we are expecting the visitor who has arrived.
- We ask for at least one form of identification to verify who the visitor is and, if appropriate, which organisation they work for (e.g., official identity badge, driving licence).
- 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.
- If a prospective parent is expected at the setting, we compare the details given with those in the setting diary.
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks and throughout their visit.
- We record that the visitor has read our Safeguarding summary along with visitor's name, reason for visit, time, and date in our visitor's log.
- If the visitor or prospective parent is known to the setting, 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. (This is out of normal drop off and collection times).

• We do not permit entry to visitors who are unknown and/or visitors where we are unable to verify their identity or purpose for visiting the setting.

Review date: Sept 2027, or in response to statutory changes.