

## Checking the Identity of Visitors Procedure

Ordinarily, no parents or visitors enter NAP Club. The external bell is rung and parents/carers or visitors are met at the external gate. If a visitor is required to enter the club and move around the buildings or school grounds, this should be arranged in advance. The following procedure will then take place:

- If a visitor or prospective parent is unknown to the setting, I/we will check their credentials and reason for visit before allowing them to enter the setting
- 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 we need further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- We ensure that the visitor or prospective parent is supervised whilst we do these checks, and throughout their visit
- 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 we know the visitor or prospective parent, 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.

**Date to be reviewed:** October 2025

**Date amended:** October 2023

**Date signed off:** October 2023

**Signed:** Tom Colquhoun

**Signed:** Kathleen Williams

# Northleaze After School Play Club - Visitors Log



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