



Swallowtail Federation of Church Schools

Procedure for Checking the Identity of Visitors

Policy statement

Aim:

The aim of this policy is to ensure that the identity of all visitors are checked before entering Swallowtail Federation EYFS settings. This is in order to safeguard the children and protect their welfare.

Procedures for staff:

- If a visitor is unknown to the Swallowtail Federation, a member of staff will check their credentials and reason for visiting before allowing them to enter the building.
- We ask for at least one form of identification to verify who a visitor is, for example an official identity badge or a drivers licence and if appropriate which organisation they work for.
- If Federation staff require further verification, the staff will contact the organisation that the visitor works for.
- Federation staff will ensure that the visitor is supervised whilst they carry out the above checks and throughout the time that they are within the setting
- All visitors to the setting will sign in using the visitor form/system. This will include their name, reason for visit, and time entering the setting.
- A member of staff will record that identification has been checked.
- If a visitor is deemed credible and allowed to enter the setting, staff will ensure the visitor's mobile phone is handed in to the office/placed in secure area, which will be held there until the visitor leaves the setting.
- If a visitor is known to the setting, staff will check that they have a valid reason to enter. They too will need to record details in the visitor book/system and also hand in their mobile phone.
- If staff make a judgement that are at risk due to an unknown/unsafe visitors then a safe word/whistle will be used to gather children immediately into a save area.

Agreed by staff:

Date: May 2018

Agreed by Governors:

Date: July 2018

Our Federation's mission is to work together to create successful learners, confident individuals and responsible citizens.

Values

We aim to:

- Provide a Christian ethos relevant to all areas of school life
- Ensure a happy and caring environment in which all children and adults feel safe and can express their individuality
- Have high expectations for children in our care by providing an appropriate challenging curriculum which is inclusive and accessible to all
- Expect high standards of behaviour throughout the Federation
- Ensure equal opportunities for all
- Model and nurture good social, physical and spiritual development
- To celebrate achievement in all areas
- Ensure Governors are committed and involved in the life of the Federation
- Liaise effectively with parents, guardians, carers and the wider community
- Foster an awareness of and respect for the environment