



Proof of ID Policy

Policy Statement

Binfield Preschool is aware of the importance of working in partnership with parents and other organisations to support children in their learning and development. We have an open-door policy and welcome visits from current and new parents, and outside professionals and organisations. However, in order to maintain the safety of the children and staff, we ask all visitors to adhere to the following:

Arrival

All unknown visitors are asked upon arrival to sign into the visitor book with their name, and the date and time of their arrival. They are also asked to show a proof of identity that includes a photograph, such as a work identity badge, driving licence or passport. In cases where a photo ID is not available, we will accept 2 alternative forms of ID, such as bank cards or store cards.

Collecting a child on a parent's behalf

If someone other than the parent/carer is collecting a child and is unknown to the preschool, a password is set up with the parent and the person collecting will have to give us the password in order to be able to take the child. No child will be released without the password.

This policy was adopted by	Binfield Preschool
Created on	09/08/2019
Last reviewed on	19/05/2020
Next review date	19/05/2021
Version number	4
Signed on behalf of the provider	
Name of signatory	Adrian Hone
Role of signatory (e.g. chair, director or owner)	Chair