Registration Policy (Children & Visitors)

Policy created	01.09.2008	Version number	10.1
Last reviewed	01.11.2026	Next review date	01.11.2027

All children and visitors entering and leaving Pre-school will be recorded.

Children

- The arrival time of each child will be noted in the register.
- The departure time of each child will be noted in the register
- The register will be marked in pen
- Any other actions such as fire drills will be noted in the diary.

Visitors

- All visitors will be recorded in the visitors' book. Details must include:
  - Time of arrival
  - Name of visitor
  - Purpose of visit
  - Time of departure
- Proof of identity (photographic) will be asked from all visitors who are unknown to staff. In the event that someone unexpected arrives and/or does not have photographic ID, the most senior member of staff will contact the person who made the original appointment for verification.
- All visitors will be made aware of our E-Safety Policy and asked to leave their telephones in the kitchen.

Document History

Date	Change details	Reviewed by
21/01/2010	New template	Shelley Robinson
9/02/2011	Reviewed	Jackie Crowe
10/03/2012	Reviewed	Jackie Crowe
06/03/2013	Reviewed – Title change	Rowan Pettitt

18/09/2013	Updated logo	Julie Peace
01/04/2014	Policy reviewed changed playgroup to pre-school	Julie Pearce
23/01/2015	References to funded children being marked with an “F” removed, as this is not pre-school practice. Reference to fire drills being recorded in the register changed to the diary to reflect pre-school practice. Details added clarifying that visitors are made of the Mobile Telephone policy.	Ellie Hibberd
02/01/2016	‘Mobile’ Policy changed to ‘E-Safety’ Policy	Rowan Pettitt
03/08/16	Amended: Proof of identity (photographic) will be asked from all visitors who are unknown to staff. In the event that someone unexpected arrives and/or does not have photographic ID, the most senior member of staff will contact the person who made the original appointment for verification.	Rowan Pettitt
01/01/18	Policy reviewed – no changes.	Rowan Pettitt
02/10/18	Policy reviewed – no updates	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser
23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed- no update	Charlotte Gibbins
01/10/25	Policy reviewed- no update	Clare Livingstone
01/11/26	Policy reviewed- added “Children & Visitors” to clarify	Clare Livingstone