

Visitor Record

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Date	Name (Print)	Address / Organisation	Car reg.	Phone Number	Purpose of visit	Signature	Time in	Time out	Informed of Confidentiality policy	Informed of Fire Evacuation procedure

Statutory Guidance to which providers should have regard (EYFS Statutory framework)

To use a system to verify the identity of any visitors, record their names, the purpose of the visit and details of the arrival and departures times.