

# Visitor signing in Policy

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<b>Author:</b>	Leyla Devaney	<b>Department:</b>	Education
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## Mission Statement

*“To nurture and develop all people in our Trust so that they reach their full potential academically, vocationally, and personally, including being positive role models for future generations in the community. We will achieve this by providing high quality values-based education that cultivates employability and life skills making our schools the first choice for young people, parents, carers, staff and employers.”*

## Values

The values of Respect, Excellence, Collaboration, Independence, Perseverance, Enjoyment, Leadership, Integrity and Care are central to everything we do at the Skills for Life Trust.

## Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## Purpose

The purpose of this Visitor Signing-In Policy is to ensure the safety and security of all individuals within the Walderslade Girls’ School site. By implementing this policy, we aim to maintain a safe environment for students, staff, and visitors.

All visitors, including parents, guardians, contractors, and external personnel, must adhere to the following signing-in procedures before entering Walderslade Girls’ School. This policy complies with safeguarding guidelines to prevent unauthorized access and protect the well-being of students and staff.

# Signing-In Procedure

## Registration at Reception

- All visitors must report to the main reception area upon arrival.
- The receptionist will provide a visitor sign-in book or an electronic sign-in system for registration.
- Visitors are required to provide their full name, purpose of visit, and any relevant affiliation or identification information.
- For regular visitors, such as parents and guardians, a pre-issued identification card may be provided for ease of signing in.

## Verification of Identity

- Visitors will be requested to present a valid form of identification, such as a driver's license or passport. If relevant, the receptionist will ask for a copy of a DBS certificate.
- Reception staff will verify the identification document and record the details (e.g., document type, number, and expiration date) in the sign-in book or electronic system.

## Issuance of Visitor Badge

- Once the visitor's identity is verified, a visitor lanyard will be issued.
- The badge should clearly display the visitor's name, photograph, date, and purpose of visit.
- The visitor must wear the badge prominently and visibly throughout their stay in the school premises.

## Escorting

- Visitors will be informed whether they require an escort during their visit.
- If an escort is necessary, a designated staff member will accompany the visitor to their desired location within the school.

## Time and Duration

- Visitors must indicate their expected duration of stay in the sign-in book or electronic system.
- If the visit exceeds the indicated time, visitors must request an extension from the reception area.

## Sign-Out Process:

- Upon leaving the school premises, visitors must return to the main reception area.
- Visitors will sign out in the book or electronic system, indicating the time of departure.
- Visitor badges must be returned to the receptionist before leaving the premises.

## Restricted Access Area

- Visitors are not allowed access to certain areas without proper authorization or supervision.
- Areas such as classrooms, laboratories, staff rooms, and other sensitive locations require explicit permission or supervision from school staff.

## Special Events and Group Visits

- For special events or group visits, prior notification should be given to Walderslade Girls' School administration to make appropriate arrangements.

## Compliance with Safeguarding Policies

- Visitors must adhere to all safeguarding policies and procedures in place within the school, including maintaining appropriate behaviour, respecting student privacy, and reporting any concerns or incidents promptly.

## Review and Updates

- This Visitor Signing-In Policy will be reviewed periodically to ensure its effectiveness and compliance with the evolving safeguarding guidelines.
- Any necessary updates will be communicated to all relevant parties.

By adhering to this Visitor Signing-In Policy, we can collectively ensure the safety and security of everyone within Walderslade Girls' School community. Your cooperation is greatly appreciated.