



THE  
**WALDESLADE  
& GREENACRE**  
SCHOOLS PARTNERSHIP

# Visitor Signing-In Policy

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<b>Author:</b>	Assistant Headteacher	<b>Department:</b>	Safeguarding
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# 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 & Greenacre Schools Partnership 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 The Walderslade & Greenacre Schools Partnership. 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 located in building A upon arrival.
- If parents/carers are arriving at the school they must have a prearranged appointment.
- The receptionist will provide 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, 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) and original signatory on the DBS checklist.

### Issue of Visitor Badge

- Once the visitor's identity is verified, a visitor lanyard will be issued. A red lanyard will be issued for those without a current DBS check. A yellow lanyard will be issued for those with a current DBS check. Those on a red lanyard must be escorted across the site at all times. Where a DBS

is presented, the number and date will be recorded and sent to the Headteachers office for the Single Central Record (SCR).

- 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 on the electronic system.
- If the visit exceeds the indicated time, visitors must request an extension from the reception area.

## **Signing-Out Procedure**

- Upon leaving the school premises, visitors must return to the main reception area.
- Visitors will sign out in the 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 authorisation or supervision.
- Areas such as classrooms, staff rooms, staff offices 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 The Walderslade & Greenacre Schools Partnership 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. All visitors will be issued with a safeguarding booklet when they arrive which should be read thoroughly.

## 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 The Walderslade & Greenacre Schools Partnership community. Your cooperation is greatly appreciated.

# Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

