

LGCS Policy	Visitors Signing In Policy					
Approved by	LAC	Issue Date	Jan 2018	Review Date	Jan 2020	
Audience	Trustees		Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

Littleton Green Community School is committed to safeguarding & promoting the welfare of all our pupils. All visitors are expected to share this commitment by adhering to the following instructions when signing into the school.

The policy applies to all external visitors entering the school site. This includes:

- parents
- volunteers
- other educational-related personnel
- building and maintenance and all other independent contractors visiting the school premises
- independent contractors who may transport students on a coach, minibus or taxi.

The Process

1. All visitors must report to the main entrance of the school. They must be asked to read the Notice to Visitors, explain the purpose of their visit and who has invited them.
2. If the visitor is part of an external organisation and is not known to staff (for example SUAT, Autism Outreach, Ofsted etc.) they must also be asked to show their ID badge to confirm identity.
3. If the visitor is working with children, prior consent must be given by a member of the SLT before any supervised or unsupervised activity can commence.
4. Visitors, who as a legitimate part of their role need to work unsupervised with children (for example an inspector, school nurse or social worker) can only be allowed to work unsupervised with children once the school has assured itself that they have had the appropriate DBS checks or the visitor's employers have confirmed that their staff have appropriate checks. If the visitor cannot provide this information the Principal, Vice Principal or SENDCo must be contacted immediately. They will explain to the visitor that the visitor will be allowed into school but will not be allowed unsupervised access to children and will be accompanied at all other times.
5. Once stages 1 to 4 have been completed, the visitor must sign the School Visitor Book. The School Visitor Book must include information on
 - Name
 - Organisation they represent
 - Staff member visiting
 - Time of arrival
 - Car registration (if applicable)
 - Signature
6. Visitors will then be provided with a visitor's badge. This must be worn around their neck/or be visible at all times whilst on the premises.
7. All visitors will be asked to sign out when they leave school.

Additional Information

1. Any visitor who is not displaying a visitor's badge/not recognised by staff will be approached calmly and politely by a member of staff and escorted to the main reception to complete the signing in process or be asked to leave the premises.
2. Visitors will be accompanied at all times and will not be allowed unsupervised access to pupils without Principal, Vice-Principal or SENDCo consent.
3. Groups who use the school premises e.g. Play and Stay/ LA meetings will sign in all visitors using a group signing in sheet. They will be asked to wear ID stickers. The rest of this policy and procedure is still applicable.
4. A designated member of the office staff is responsible for taking the 'School Visitor Book & Fire Register' to the fire assembly point in the event of a fire (including a practice).