

LGCS Policy	Visitors Signing In Policy					
Approved by	LAC	Issue Date	July 2019	Review Date	July 2020	
Audience	Trustees		Staff	✓	Pupils	✓
	Local Academy Council		Parents	✓	General Public	✓

Visitors Policy and Procedures

Purpose and aims

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with the pupils and staff. The purpose of this policy is to help our school use visitors from the wider community to provide relevant and high quality services directly to students or in support of students, appropriately and safely.

Littleton Green Community School is committed to safeguarding & promoting the welfare of all our pupils and expects all staff and volunteers (including visitors) to share this commitment by complying with the school's Child Protection Policy and the Code of Conduct for Staff at all times.

Where and to whom the policy applies to

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site
- All governors of the school
- Parents and volunteers
- All pupils
- 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
- Volunteers who carry out services.

The process

1. All visitors must report to the main entrance of the school and will be asked to read the Notice to Visitors (copy in reception).
2. If the visitor is part of an external organisation and is not known to staff (for example SUAT, Autism Outreach, Ofsted etc.) will 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 activity can commence.
4. Once the visitor has read the Visitors Code of Conduct and if relevant ID badges have been checked the visitor must then sign into the V Pass system. The V Pass system must include information below:
 - Name
 - Organisation they represent
 - Staff member visiting
 - Car registration (if applicable)
 - Signature
5. Visitors will then be provided with a visitor's badge/lanyard. This will be worn around their neck/or be visible at all times whilst on the premises.
6. All visitors will be asked to sign out when they leave school.

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Additional guidance to be followed at all times

1. Any visitor who is not displaying a visitor's badge/lanyard 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 the Principal or Vice Principal's consent.
3. Groups who use the school premises e.g. Creative Church/ 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. Mrs Caton is responsible for taking the 'School Emergency Report' to the fire assembly point in the event of a fire (including a practice).