

LGCS Policy	Visitors Signing In Policy					
Approved by	LAC	Issue Date	March 2024	Review Date	March 2027	
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 this 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 greeted with a friendly welcome.
2. If expected/scheduled, they will be recorded on the Littleton Green school calendar with finer details i.e. supervised/unsupervised and who they are here to see.
3. Depending on what and who they are here to see, depends on what further checks are required:
 - a. **General Visitors** – Visitors who will be supervised by a staff member at all times around school will sign in as a visitor and be given their ID stickered lanyard. If they have recorded - in Inventory - who they are here to see, a notification will be sent to the staff member, alternatively a member of the office staff will escort the visitor and complete the handover.
 - b. **Other Visitors** – Visitors, who will be in school unsupervised (SLT approval required if not recorded as a calendar entry), will use the **DBS approved** tab to sign in. If not previously recorded in the system, they will sign in as a visitor and further checks will be needed (DBS/ID check) and they will be transferred to the approved area within the system for future visits.
 - c. **External Organisation or Expected/Scheduled Visitors** - if known to the school or if they have visited before, they will sign in under DBS Approved Tab/QR Code in Inventory (e.g., SUAT, Staffs Tech, Students etc....). If the system does not recognise their name, they will sign in as a visitor which could result in the office staff requesting relevant DBS/ID.

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4. **All** visitors will be provided with a labelled lanyard e.g., student/volunteer/contractor etc, with either their photo ID badge or card giving access to doors throughout the school. This will be worn around their neck/or be visible at all times whilst on the premises.
5. **All** visitors will be asked to sign out when they leave school.

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 consent of the Senior Leadership Team.
3. Groups who use the school premises during the school day, e.g. Courses, LA meetings, will sign in all visitors using a group signing-in sheet. The lead will sign in via Inventry whilst other candidates will be asked to wear ID stickers. The rest of this policy and procedure is still applicable.
4. Mrs Martin is responsible for taking the 'School Emergency Report' to the fire assembly point in the event of a fire (including a practice) or Mrs Caton to cover absences.
5. Inventry Guidance - <https://support.inventry.co.uk/hc/en-us/categories/360001282498-Visitors>