



Procedures for visitors to school

- If a visitor arrives, ask them where they are from and who they are seeing. Ask them to **sign in**.
- Visitors include students, supply teachers, parent helpers, contactors, Education Leeds staff.
- If they are from **Education Leeds, Social Care, Health or PDC**
 - They **DO NOT** need to provide details of their CRB (as they have already been checked by their employer.)
 - Ask to see their ID badge.
 - Give them a **'visitors' badge with white background on a red lanyard** .
- If a **visitor** is not from above known services; ask "Do we have your CRB details already or do you have them with you?" (ie Disclosure number and start date) If YES;
 - Please check Single Central Register to see if there. Check the Supply List (file)
 - If CRB not listed, make a note of their CRB disclosure number and start date. This will be added to the Single Central Register if they are a regular visitor
 - Give them a **'visitors' badge with white background on a red lanyard**.
- If a **visitor** has not been CRB checked, cannot provide the details, or it is not up to date;
 - Let them know that they will have to be escorted round school
 - Tell them that if dealing with children they will not be left on their own
 - Arrange for the person they are seeing to come and meet them at the reception area.
 - If they are contractors they are to be escorted by our Superintendent at all times
 - Give them an **'Escorted Visitors' badge with red print on a yellow background on a red lanyard**, it must clearly say ESCORTED VISITOR.
- **Governors** will sign in and will wear a **'Governors' badge with a white background on a blue lanyard**.
- Point out to all visitors that on the back of the Visitor badge there are clear instructions for Health and Safety procedures and emergency details etc...

- **Staff** must wear **their school identity badges** at all times **and** if visiting other establishments.

ASK ALL VISITORS TO RETURN TO OFFICE AT END OF VISIT

TO SIGN OUT AND RETURN BADGE.

BADGES ARE NUMBERED AND ANY LOST OR MISPLACED BADGES MUST BE FOLLOWED UP.