



## Safeguarding protocol for visitors

In School hours	Checklist
<ul style="list-style-type: none"> <li>Names of visitors to be sent to reception in advance</li> <li>Register taken</li> </ul>	<ol style="list-style-type: none"> <li>Visitors to be collected from reception.</li> <li>Visitors to sign in.</li> <li>Visitors to collect visitor lanyard <i>to be worn at all times</i>.</li> <li>Facilitators to outline safeguarding expectations as part of the housekeeping.</li> <li>Facilitators <b>must</b> escort any visitors at all times as we do not have a copy of their DBS certificate.</li> <li>Facilitators to check lanyards prior to taking them to lunch.</li> <li>Visitors to be walked back to reception to sign out and return lanyards.</li> </ol>
Out of school hours	Checklist
<ul style="list-style-type: none"> <li>Names of visitors to be sent to reception in advance</li> <li>Register taken</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to be collected from <u>reception</u>.</li> </ul> <p><u>If reception staff present</u></p> <ul style="list-style-type: none"> <li>Visitors to sign in.</li> <li>Visitors to collect visitor lanyard <i>to be worn at all times</i>.</li> <li>Visitors to be escorted to and from the venue.</li> <li>Visitors <b>must</b> be escorted to the toilets.</li> </ul> <p><u>If reception staff not present (out of hours)</u></p> <ul style="list-style-type: none"> <li>TSHO/Facilitators to take register</li> <li>TSHO/Facilitators to distribute lanyards <i>to be worn at all times</i></li> <li>Visitors to sign out and TSHO/Facilitators to return lanyards to reception.</li> </ul>