

Safeguarding protocol for visitors

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