



Visitor and Signing-In Policy

West Berry Federation

Last review: March 2019
Next Review: March 2020
Reviewed by: Head
Adopted by: Head

West Berry Federation

Signing in and Visitors Procedure

Our schools are secure sites to enable us to ensure the safety of our children and staff.

Site Security

The School entrance gate is open for 20 minutes in the morning and a member of staff welcomes children into school. The gate is then closed and visitors and children arriving late press the call bell. All other gates are locked during school time. The gate is opened at 3pm to allow the parents in to collect their children. The children are all in their classrooms with a member of staff at this time.

Arriving Visitors

When a visitor presses the class bell a member of staff will use CCTV screen and the intercom system to identify the visitor. If the member of staff is confident of the identity of the visitor they will ask the visitor to come to reception and release the gate. If the visitor is new to the school a member of staff will go out to meet them or will ensure that they come directly to reception. If the visitor can't be identified or can't justify their visit they will not be admitted onto the site. A record will be made when visitors are refused entry to the site in the incident book.

Signing In

All visitors must sign in at reception. Visitors who are not known to the school will be asked to verify their identity. This may be double checked by calling the visitor's office/manager. Visitors who have been vetted and are in the school's single central record use the signing in book. Other visitors use the signing in pad and are issued with a visitors badge and a lanyard which they are required to wear during their visit (blue for those who have undergone appropriate checks, red for all other visitors)

Supervision

Visitors to the school, who are not on the school's single central record, will be supervised by a member of staff at all times and not left alone with children. These visitors wear a red lanyard.

Signing Out

All visitors are required to sign out and return their visitors badge and lanyard to the school office just before leaving the site. A member of staff will ensure that the visitor has left the site and that gate is closed behind them.