



VISITOR PROTOCOL

FEBRUARY 2018

The following protocol in regard to visitors to the academy is adhered to by all staff:

- All visitors to academy sites should immediately report to the reception on arrival
- All visitors must sign the visitor's book on arrival and departure. Read safeguarding literature accompanying this.
- All visitors are to wear a visitor badge issued by the office staff
- Office staff issue the following lanyards to all visitors on site:

Yellow: visitors not holding a DBS

Red: visitors holding DBS

Green: supply teachers

Brown: governance

Blue: members of staff

- All visitors are to be escorted by a member of staff at all times and are not to be given unrestricted access unless a fully enhanced, valid DBS has been produced or they are listed on the Single Central Record
- Anyone not adhering to these guidelines will be challenged by all members of staff. Should a challenge present a threat to personal safety or suspicious behaviour in the vicinity of the academy, the police should be informed immediately and procedures for lockdown should be followed. The CEO and Site Manager are also to be informed.

Further information can be found in the Trust's Security Policy.