

Forest Fields Primary School Visitor Policy

	Visitors			CRB / DBS Pre Checked		
Parents of Pupils	Visitors	Governors	Supply staff first 2 days	Supply staff	Unsupervised students and volunteers	Staff
No Lanyard	Red Lanyard	Purple Lanyard	Orange Lanyard	Orange Lanyard	Green Visitors Lanyard	Green Staff Lanyard
Parents of pupils visiting Nursery to settle their child or to collect their child at the end of the session are under supervision of nursery staff whilst on the school premises and are not classed as visitors.	Occasional and professional visitors to school. <i>Pre Practice Teaching students, work experience students, occasional volunteers, parent volunteers - These visitors must all be approved by SLT before being allowed into school. They should not be in school for more than 10 days.</i> Photo ID checked on day 1. Must sign in and wear a visitors badge.	School Governors always sign in as Visitors Must sign in and wear a visitors badge.	On first day of supply DBS and photo ID checked. The supply teacher / teaching assistant will be asked to complete a central record form. If they are called back again they must sign in as a visitor for the second day and then go onto our Single Central Record Must sign in and wear a visitors badge.	Photo ID and DBS checked, central record form completed. Photo record kept on Single Central Record Must sign in and wear a visitors badge.	Teaching Students Student TAs Classroom Volunteers Photo ID and DBS checked on First Day. Photo Record kept on Single Central Record Must sign in and wear a visitors badge.	Photo ID and DBS checked on First Day. Photo Record kept on Single Central Record Must sign in and wear City Card or school photo ID Card
Must always be supervised	Must always be supervised	Must always be supervised	Unsupervised Access	Unsupervised Access	Unsupervised Access	Unsupervised Access

All visitors and staff are asked to clearly display their badges and lanyards at all times