

VISITORS TO BEDALE HIGH SCHOOL

- The school office should be informed of a prearranged visitor coming to school. The details will be recorded in the school visitors' diary by a member of the office staff.
- Visitors include all parents, carers, guardians, former students, agency staff, contractors, officials and guests who have a staff contact and who are not regular workers at the school (including ITT students).
- At all times visitors:
 - Must sign in at Reception giving their full name, position, contact and car registration number where they will be issued with a visitor badge.
 - A **GREEN** visitor badge will be issued when the visitor has DBS clearance.
 - A **YELLOW** visitor badge will be issued to a School Governor.
 - A **RED** visitor badge will be issued when the visitor does not have DBS clearance. They must be accompanied around the premises by a member of staff at all times. They must wait in Reception for their contact in school to collect them before being escorted to the appropriate office/meeting room/area.
 - All visitors must sign out at Reception and return their visitor badge.
- If staff see an unaccompanied stranger without a badge, contact the school office and emergency cover will be called.
- Out of hours: should a visitor arrive after 4pm, a member of SLT will be contacted.
- Your visitor must be collected by you and returned to the office to sign out when their visit is complete. Please do not send visitors back to the office unaccompanied.