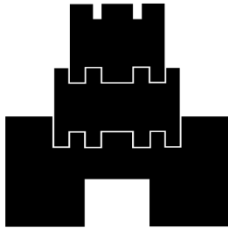


Reference:	Approved by:	Date:	Review:



# Launceston College

*A Multi Academy Trust*

## VISITOR POLICY

Updated on: 4<sup>th</sup> July 2016

Review by: DAE/ARJ

Reference:	Approved by:	Date:	Review:

## LAUNCESTON COLLEGE MAT VISITOR PROCEDURE

All visitors to the Launceston College MAT are expected to sign in, on arrival, at the main reception and wear a lanyard that identifies them for the duration of their visit. There are three options for visitors, please see below for information:

**GENERAL VISITOR** – This includes all parents, carers and general visitors.

Please sign in at the main Academy reception, where you will receive a visitor pass that you must wear during your visit, and a safeguarding leaflet that you must read carefully. You will then be greeted by the person who you are expecting to see.

Please note – as a very busy working environment, that works around a teaching timetable, please ensure that you book an appointment in advance. Please do not expect to be seen without an appointment.

**STAFF VISITOR** – This includes individuals who visit the Academy regularly and who are on our single central record, for example named peripatetic music teachers, pastoral agency workers and contract workers. These individuals have either had a DBS through us or their own agency/company from which we have received a letter of assurance.

Please sign in at the main Academy reception and ensure that you are wearing your staff visitor lanyard and photo ID badge. If you do not have your staff visitor lanyard and photo ID badge on you, please follow the instructions for a ‘general visitor’ above.

**COLLEGE VOLUNTEER / GOVERNOR** – This includes individuals who are on our single central record and have gone through our own vetting and DBS checks.

Please sign in at the main Academy reception and ensure that you are wearing your volunteer/governor visitor lanyard and photo ID badge. You will then be greeted by the person who you are expecting to see. If you do not have your volunteer/governor lanyard and photo ID badge on you, please follow the instructions for a ‘general visitor’ above.