

# School Visitor Safety Policy and Induction Sheet

Welcome to our school. The safety and well-being of our students, staff, and visitors is our highest priority. Please read this safety policy and induction sheet carefully. Once completed, please sign the declaration at the bottom of the page and return it to the reception desk. This document is designed for print-and-fill records.

## 1. Visitor Registration Details

Full Name:	<input type="text"/>
Company / Organization:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Vehicle Registration (if parked on site):	<input type="text"/>
Name of Staff Host:	<input type="text"/>

## 2. Key Safety Policies & Guidelines

### Safeguarding and Child Protection

- All visitors must wear their designated visitor lanyard/badge visibly at all times.
- Visitors must remain with their staff host unless they have been specifically cleared for unsupervised access (verified via DBS check).
- Do not initiate physical contact with students.
- Do not use personal mobile phones, cameras, or recording devices in the presence of students.
- If a student makes a disclosure to you, or if you have a concern about a student's welfare, report it immediately to the Designated Safeguarding Lead (DSL) via the main reception.

### Fire Safety and Evacuation

- If the fire alarm sounds (a continuous siren), you must leave the building immediately by the nearest emergency exit.
- Do not stop to collect personal belongings.
- Follow your host or emergency exit signage to the designated assembly point located on the main school field.
- Do not re-enter the building until the all-clear is given by the Fire Warden or Emergency Services.

### Health and Safety & First Aid

- If you require first aid, please contact any staff member or report to the main reception.
- All accidents, near-misses, or hazardous situations must be reported immediately to reception.
- Smoking, including the use of e-cigarettes and vapes, is strictly prohibited anywhere on the school grounds.

## 3. Visitor Declaration & Sign-In

By signing below, you acknowledge that you have read, understood, and agree to comply with the School Visitor Safety Policy and Induction guidelines outlined above.

Visitor Signature (Print Name):	<input type="text"/>
Date (DD/MM/YYYY):	<input type="text"/>
Time In:	<input type="text"/>
Visitor Badge Number Issued:	<input type="text"/>

*For Office Use Only: Please verify visitor identity/DBS status if required before issuing a visitor badge.*