

## VISITOR PROCESS

### Welcome to Theale Green School

All visitors will be required to verify their identity to the satisfaction of staff. Visitors should be ready to produce identification. Visitors are expected to sign the visitors' book and wear a visitor's badge. All visitors to our setting, will be accompanied by a member of staff where appropriate. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise students or staff.

Please bring with you, on the day you visit, the following:

- An up to date (original) DBS Certificate (where relevant)
- Driving licence and/or passport (proof of photo ID)

By providing the above information to us, we will be ensuring our students are safe, dependant on the documents provided we will confirm whether supervised or unsupervised access will be approved.

On arrival please go straight to our reception and sign in

**PLEASE NOTE** unless you have prior approval from our Headteacher we are unable to allow access to our site as follows:

Breaktime - 9.55am and 11.20am

Lunchtime - 12.20pm and 2.00pm

At the end of the school day - 2.50pm and 3.10pm

Should we need to be aware of any medical condition please ensure we are made aware on arrival at reception.

**IF YOU ARE DISPLAYING ANY COVID SYMPTOMS, OR HAVE RECENTLY HAD A POSITIVE TEST RESULT PLEASE DO NOT ATTEND OUR SITE**

Upon leaving the School site, please make sure that you hand back your Visitor lanyard and sign out with our Receptionist.