

Sample List of Visitors' Policy Considerations

Items to consider in writing your visitors' policy:

- ◆ All doors should all have signs directing all visitors to the entrance they are supposed to enter.
- ◆ It is preferred to have all visitors pass through an office area that offers verbal and visual contact with staff.
- ◆ Staff should inquire about the visitor's name, person, area or room to be visited, and nature of the visit.
- ◆ All visitors need to sign-in and receive a sticker or other type of identification.
- ◆ If the visitor is meeting a staff member for a meeting, the staff member should meet and escort the visitor.
- ◆ Visitors need to be escorted back to sign out on completion of their visit.
- ◆ There should be no exceptions to the policy.
- ◆ Inform staff, parents/guardians, students, and school organizations about the policy and impress upon the need and reasoning for knowing who is in the building.
- ◆ Conduct a briefing with all staff and inform them they are expected to question visitors without a badge and escort them to the office to sign in.
- ◆ Teachers should educate their students on the importance of reporting visitors without visible identification to them. They should also impress upon them that they do not approach the visitors themselves.