



STREATHAM
& CLAPHAM
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Procedure for Visitors

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1. Introduction

A reminder of the [visitor flowchart](#) is here. REGULAR VISITORS do not need to show their DBS/Photo ID at every visit: 'Regular' means once a week or more often, or 4 or more days in a 30-day period. Depending on the frequency of visits, HR should be informed as they might need to be entered on the SCR. Reception will keep a log of regular visitors.

2. Role of the organiser of the visitor

1. Please send this [visitor form](#) to the external person.
2. You can see [their responses here](#). Once they have responded, as the organiser of the visitor you must do the following:
 - Check the website they linked (column K). Once you've checked the website and identified the person visiting as working there, you can turn the cell in column K green.
 - Turn Column L orange once the prechecked has been received. Please note, without this your visitor will need to be supervised. **You must send this to reception**
 - If they are delivering resources, then column N needs to be turned green once you have received their resources **and** checked. Please save these as parents can request them.

3. Reception staff

1. Check that Column L is amber. If not, then the visitor will need to be on a red lanyard and supervised at all times. Please notify the organiser that they need to greet in reception.
2. If column L is amber, then proceed to turn column M green, once you've confirmed the pre-checks suffice.
3. DBS checked on the day. Column Q can then have a Y or N added.

