



Visitor Signing in Notice

Kelford School asks all visitors to sign in on arrival in school and also to sign out on leaving. The legal reasons for this are:

- so we are aware of who is on site at all times to ensure the safety of both the pupils and staff
- in the case of an evacuation we can do a roll call to ensure everyone has exited the building safely

When you have signed in you will be given a badge so you can be identified as a visitor by staff and pupils in school.

We only ask for minimal information so we know who is on site and who they are visiting. We also ask for car registration in case we need to ask visitors to move their vehicle e.g. they are blocking someone in.

The signing in sheets are kept for 2 years in line with the Nexus Multi Academy Trusts Records Management Policy which is available on the website www.nexusmat.org or hard copies available on request.