



# Lumen Learning Trust

## Learning together for a brighter future

### LUMEN LEARNING TRUST WELCOMES ALL VISITORS

- In order to safeguard our children and staff all adults in the school are supervised by a member of staff unless they have DBS Enhanced Clearance.
- Please sign in and out in the Visitors' Book, you will be asked to record your car registration number if you have parked in a visitors parking bay. Our Visitors' Book is kept at our front office and records of visits are visible to others visiting the school.
- A member of our School Office Team will ask you to provide proof of identity (e.g. photo ID) particularly if you are a new visitor to the school.
- We need this information for Safeguarding and Health & Safety reasons. For more information about how the school uses your data please see the Visitor Privacy Notice on the Lumen Learning Trust website.
- If you are a regular visitor, we may need to check your DBS clearance with your employer.
- Please wear your visitors' badge visibly at all times. This badge details what to do if you are concerned about a child or member of staff in the school as well as evacuation details if the fire bell sounds.
- Trainee Teachers, Supply Teachers and Volunteers are subject to registration checks.
- In most cases our Office Team will be notified in advance of your visits but please be understanding if they ask for more information from you.

**Thank you for visiting our School and for your co-operation in helping us to safeguard our school community by following these security checks.**

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