



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 identify (e.g. photo ID) particularly if you are a new visitor to the school.

- ❖ 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.

- ❖ If you are a regular visitor, we may need to check your DBS clearance with your employer.

- ❖ Trainee Teachers, Supply Teachers, 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.