OFFICE OF PUBLIC SAFETY

CAMPUS VISITOR PROTOCOL

The safety of the children, their parents, and school faculty and staff is of our primary concern. A critical part of keeping our campus safe, it is important to know who is visiting the campus during the day. To assist The Haverford School and its Public Safety Department in maintaining a safe and secure environment, a **Campus Visitors Protocol** was established which requires all visitors, volunteers, and chaperones to "check-in" upon arrival. They will be asked to produce a state operator's license at that time. The "check in" areas are at the reception desks of each of the Upper, Middle, and Lower Schools. That license will then be presented to our background checking system (**KEEP-n-TRACK).** If they do not have a license, information can be manually entered into the system in English or Spanish.

- Once the license is scanned or information entered, the software conducts a check of various databases for sex offenders, or outstanding warrants.

- In the event that a match is made between the visitor and the database, a discreet alert informs the receptionist of this status and the person is not permitted on-campus without further investigation.

- A text is automatically sent alerting both The Haverford School Assistant Headmaster, and Public Safety.

If a visitor is cleared to enter the building, a yellow stick-on Visitors Badge, complete with their name and photograph will be issued.

- ✓ The visitors badge will assist Public Safety, staff and teachers to quickly recognize that a non-Haverford School person has been checked in appropriately.

- ✓ If they are not wearing a Visitors Badge, they will be challenged as to who they are; their business and directed to the reception desk for proper screening.

The stick-on badge will be worn by the visitor at all times and until their business has been completed in that building. Prior to leaving the building, the visitor will go to the reception desk and return the Visitors Badge.