

Visitor Safety Policies

Date: [Insert Date]

Dear Visitors,

We are committed to ensuring a safe environment for all students, staff, and visitors at [School Name]. To maintain safety, we ask that all visitors adhere to the following policies:

- **Check-In Procedure:** All visitors must report to the main office upon arrival and sign in.
- **Identification:** A valid photo ID must be presented at check-in.
- **Visitor Badges:** Visitors will receive a badge that must be worn at all times while on campus.
- **Campus Access:** Visitors are permitted in designated areas only and must be accompanied by a staff member.
- **Emergency Protocol:** Familiarize yourself with our emergency procedures found on the school website.
- **Children:** Visitors are not permitted to bring children who are not enrolled at the school without prior approval.

Thank you for your cooperation in keeping our school safe. We appreciate your support.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]