

## Visitor sign-in procedure at Reception

### Notes for staff

- **All visitors will be required to show a form of photo I.D. – please let visitors know this prior to their meeting with you.**
- Send [CollegeSecretaries@dld.org](mailto:CollegeSecretaries@dld.org) the name, date and time of your expected visitor(s) **in advance** of the meeting.
- Visitors are to sign in on the tablet **themselves**, ensuring they read the **visitor policy**.
- Visitors are to **wear their lanyard** at all times whilst in the College.
- Visitors are to be **accompanied at all times** unless they have an ‘unescorted visitor’ lanyard (this is only for visitors who have provided their DBS to us).
- Please **do not use your own lanyard** when entering and exiting through the turnstiles, but ask us to open the gate for the whole group. If you use your lanyard it will expect only one person to enter and will close on the visitor.