

Notification of Informal Visitor or Volunteer



This form should be completed for any visitor to the School or volunteer. This form should not be used for visitors who are formally appointed. These will have a DBS certificate

Visitors who are under the age of 16 are subject to the Work Experience Policy and require a separate authorisation form which is available from the School Administrator.

Parts A, and B should be completed by the member of staff hosting the visitor, then the form should be passed to the DSL

Part A

Name of the Visitor	Delete as appropriate: Mr / Mrs / Ms / Miss / Dr / Prof
Position	
Address of "Home" Institution if relevant	
Email Address	
Description of Activity	
Expected Start Date	
Expected Departure Date	
Teacher in charge	
Area	

Part B

I have, or will, make the visitor aware of the Safety Regulations and General information and give them a Safeguarding leaflet	Initial:
I confirm that project risk assessments have been, or will be undertaken for the work the visitor will be involved with during their visit	Initial:

N.B. if safety advice is required approach the School Administrator in the first instance.

Additional information

Teacher in Charge/Supervisor

Signed:

Date:

DSL

Signed:

Date: