



Woodstown-Pilesgrove Regional School District Visitor Management Procedure

The district's school security initiative commenced February 2015. As a result of our School Security Specialist (SSS) commencing operations in each of our 4 schools, assessments and observations of the district's current Visitor Management practices prompted the following considerations for corrective action:

- All visitors must report to the main entrance of the respective school they are visiting.
- All visitors are required to activate the intercom located at the main entrance of each school and be prepared to identify themselves; provide the reason for their visit, and produce valid identification when requested.
- All visitors will be greeted and screened by a SSS and/or authorized Staff member.
- Upon being granted access to school buildings all visitors will then be escorted to the Main office and will be required to sign-in prior to conducting their official business. All visitors will be issued a visitor pass and are required to possess this pass with them at all times while in the school building.
- Students are prohibited from granting any/all visitors access to school buildings.
- All visitors are required to report to the main office when their official business is completed. They must sign-out and return their visitor pass prior to exiting the building.

It is further recommended that this plan be implemented immediately. All staff members should be apprised of these proposed measures prior to implementation. Personnel assigned to Main Offices district wide should receive specific training regarding this new Visitor Management Procedure. SSS and Security Team Members should deliver this training.

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P.O. Box 141 • Woodstown, NJ 08098 • 856.466.9368 • info@kdnfs.com