

BADGER VISITOR PROCEDURE

GLOVER STREET

GUIDE FOR RECEPTION STAFF

- **Welcome the visitor(s) to Badger House.**
- **Establish purpose of visit.**
- **Request and check identification of visitor(s).**
- **Confirm name of staff member being visited.**
- **Ensure the visitor book is fully completed.**
- **Provide visitor(s) with visitor badge which is to be worn at all times during visit.**
- **Complete a 'Confidentiality Undertaking' form in full for each visitor.**
- **Contact the member of staff being visited and request them to collect their visitor from reception.**
- **On conclusion of the visit please reclaim the visitor(s) badge.**

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