

# SAFE & LOVED

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## CHALLENGING VISITORS

Any adult without a visitor badge or who is not being escorted must be challenged.

### **IF IT APPEARS SAFE:**

- ▶ Approach the adult. Be polite, kind, and not aggressive.
- ▶ State the following:

**Hi, my name is \_\_\_\_\_ and I am a (your position). Can I help you?**

If the visitor indicates that they are lost or on their way to a specific place in the building:

- ▶ Ask them to please wait with you as you call for an escort.
- ▶ Explain the following:

**For the safety of the students, no one is allowed to go to a [classroom, office, the location they gave] without an escort. I'll just call someone to help you. They will be here in just a moment.**

- ▶ If the visitor refuses to wait—use your cell phone, radio, or ask another teacher to call for help **immediately**.
- ▶ Do not try to detain them. Instead, follow at a safe distance and call for help immediately.

### **IF IT DOES NOT APPEAR SAFE:**

- ▶ Keep your distance and **immediately** call for help. Use your cell phone, radio, or ask another teacher to help.
- ▶ If the visitor is walking away and you feel safe to do so, follow from a distance and continue to call for help.
- ▶ Be prepared to call a lockdown if the loss of life appears **imminent**.
- ▶ When help arrives, point out the person and maintain a safe distance.

### **Please always wear your badge!**

- ▶ It is very difficult to know when to challenge adults if there are always adults walking in the building **without badges or personal escorts**. Therefore, for this policy to be effective **every** staff member, visitor, or vendor must always have a badge or be escorted.
- ▶ Should emergency personnel have to respond, they must be able to quickly identify who should not be in the school. **Badges will speed up this effort!**
- ▶ Staff members wearing badges make it easier for substitutes and visitors to seek help. It also helps new students, teachers, substitutes, and parents to learn the names of staff members!