**Top tips for welcoming guests to your school/college:**

* *DBS* – contact the guest before the event to ask if they have a DBS. If they don’t they cannot be left unattended with students. Inform guests to bring their DBS documentation which can be checked upon arrival
* *Map to the venue* – the guest may not have been to the school/college on a previous occasion or may be from out of the area, therefore a map would be helpful before the event
* *Instructions/debrief* (possibly prior to event) – layout of the day, e.g. timings, year group of students taking part
* *Contact details for guest* – ensure they have a contact name for when they arrive at the school/college
* *Register for guests* - print a register for reception staff so they are aware of contact details for guests, this will enable the process to run smoother
* *Meet and greet* – welcome guests at main reception and escort them to where the event/activity will be taking place. Use student ambassadors where you can, great experience for them but also a good opportunity for guests to speak to them
* *Health and safety outline* – fire procedure, toilet access etc.
* *Refreshments* – drinks on arrival, replenished if necessary. Depending on time of day offer of a meal to guest
* *Evaluation of event* – it’s important to get constructive feedback of the event/activity which will then help with planning for the next one
* *Thank you* – show your appreciation for the guest for volunteering their time and hopefully they will be able to return to similar events/activities