

CPS Visitors Policy

“Safety First” for our schools

Cambridge Public Schools has a Visitor’s Policy to ensure the safety of our students and staff.

The visitor’s policy has many purposes.

- To enhance the safety of students and staff while maintaining a welcoming environment
- To easily identify visitors, volunteers and parents.
- To assist administrators, school staff, Safety personnel and police in identifying trespassers.
- To provide administration with the names of people in the school in the event of a school emergency.

Procedure: Every visitor entering a Cambridge Public School during school hours is required to check in at the Safety Desk/ Main Office at the Main Entrance. After signing in (print name), stating whom they wish to visit, the purpose of their visit and showing proof of identity a visitor’s pass will be issued. They will be asked to wear the visitors pass while they are in the building and return the pass and sign out when they leave.

Security/Office staff will verify appointments. Circumstances may warrant someone walking visitors to their destination.

All campus doors will be locked throughout the day except for the Main Entrance when supervised by assigned staff.

Note: Visitors should not be permitted to enter the school via any other entrance under any circumstances. Staff entering doors other than the Main Entrance should be cognizant of people trying to follow them in.

Building staff should be encouraged to inform visitors of the process and let the Main Office/Safety Office know if they are expecting someone.

While some of these measures may be perceived as creating inconvenience or delay, they are necessary steps to provide the safest and most secure learning environment possible.

Thank you for being a partner in this important effort.