

Best Practices for Your School Safety Plan

Teachers, students, and staff are the highest priority in any good [school safety plan](#). With dozens, sometimes hundreds, of visitors going in and out of your schools each day, your visitor management system must be ready to both protect and vet each volunteer, contractor, parent, and community member who walks through the door.

On average, CENTEGIX-protected schools welcome more than 5,000 visitors each year.

A growing body of [research indicates that these community visitors and volunteers make our schools](#) safer and enrich our students' educations.

Opening your school to visitors means opening your school to potential distractions or higher level concerns. Any time you provide a doorway to the public, you must monitor it for the safety of your teachers, students, staff, and other visitors.

Each of those 5,000 visitors represents a potential security risk, increased liability, and someone who will likely require teacher or staff time and attention.

A good visitor management system can help screen visitors, unburden your office staff, and give your students, teachers, visitors, and even your student's parents more confidence in your school's safety.

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Common Visitor Management Challenges

At CENTEGIX-protected schools, the people and reasons for visiting campus vary from day to day, but usually include:

- Parents dropping off students late
- Volunteers
- School district support staff
- Guest speakers
- Vendors
- Special event coordinators and guests
- Health professionals
- Delivery drivers
- Contractors
- Early-pickups

These are all opportunities for someone to interrupt a staff member's work or teacher's instruction time, and these are primarily screening and check-in tasks that can be automated. While visitor needs are often unexpected, the flow of visitors rarely stops, creating a series of challenges for staff and administrators, including:

- Reception staff performing check-ins and other duties due to staffing shortages
- Increased wait times for volunteers, contractors, guest speakers, and vendors
- Visitors straying from the initially stated destination or time window
- Inconsistent visitor policies and processes from school to school

Visitor Management Best Practices Guide

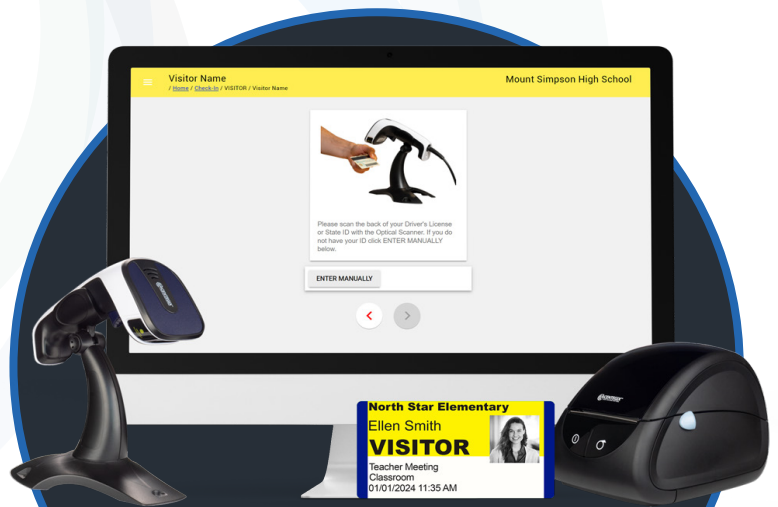
There are many ways to implement a visitor management system into your school safety plan, from spreadsheets and stick-on name tags to a fully automated visitor screening process. No matter the system, these are five best practices your school visitor management system should be able to achieve.

1 Screen every visitor, every time.

Equip and empower your staff to screen everyone who walks through your school doors by running their information through the sex offender registry and a custom no-go list based on your students' backgrounds and family situations.

Most schools do an excellent job running initial background checks on parents and volunteers. But the sad reality is that home-life situations are constantly changing. A parent or guardian who was cleared and safe months ago may be a risk today. Without continuous screenings, you may welcome someone who recently initiated a custody battle or received a sex crime conviction.

The takeaway is this: never exclude visitors from screening, even if they've been screened before. Screen every visitor, every time.



2 Make it easy to use.

Schools that use CENTEGIX [Visitor Management](#) averaged about 5,700 visitor check-ins each in the 2023 school year (total check-ins / total schools). With numbers like that, your front office and school safety staff are probably busy. You need a system that's easy to use. Otherwise, it won't get used.

As important and helpful as volunteers, parents, and community members are, each new visitor is a potential liability, especially if they can't use your system correctly. A complex or convoluted visitor management system will take valuable staff time, cause delays, and, if used inconsistently, will likely miss visitors, causing a potential safety risk for the visitor and your campus.

CENTEGIX-protected schools have check-in kiosks that automatically print labels (or issue badges with Enhanced Visitor Management). Restricted visitors will trigger automatic alerts.

This technology protects staff physically while protecting their time. Now, they don't have to stop what they're doing every time someone new walks in.

3 Monitor location in real time.

A unique offering specific to CENTEGIX Visitor Management is the ability to take your visitors whereabouts to another level providing volunteers, visitors and vendors specific location reflected on your digital campus map. This allows you to restrict access to certain areas, buildings, and rooms, and it gives your school safety planning team the data they need to identify patterns and irregularities in visitor behavior.

When visitors overstay their welcome or wander into restricted areas, your safety team will immediately be notified who is where so they can respond immediately and appropriately.

By collecting data in real time, administrators can generate up-to-date comprehensive reports that help assess current safety plans and allocate resources based on their unique visitor traffic.



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4 Reunite with confidence.

When you encounter an emergency or evacuation situation, like severe weather, power outages, or damage to the facilities, you will need to have a reunification plan to ensure each student is accounted for and that the correct caregiver checks them out. Many states even [require schools](#) to have a written reunification plan.

Using a manual reunification checklist for every student in your school is inefficient and slow. And in an emergency, every second matters.

Since your visitor management system should already be able to identify which caregivers are allowed to pick up and check out each student, it should also be able to handle reunification after an emergency or evacuation situation. In the event of a site change, your system should allow you to check each student in as they enter the site and then check when a parent, teacher, or caregiver comes to check the student out.

A reunification system can also be used in all cases where your school staff needs to manage entry to a site or event, [like an after-school event or activity](#).

5 Integrate with third-party tools.

The best visitor management technology will integrate with all the third-party platforms you already use.

Most schools have already invested in and implemented a variety of student information software, volunteer application systems, access control tools, mass communication and notifications tools, and closed circuit or IoT cameras.

You need a visitor management system that works with the tools you're already using. Otherwise, it won't be used to its full potential (or worse, could create unforeseen security risks).

Find a visitor management system that will sync student check-ins to your student information system or integrate with your other school safety plan technologies in real time.

CENTEGIX: Best Practices in Action

CENTEGIX helps schools implement each of these best practices with CENTEGIX Visitor Management, and we have the data to prove it.

Across 4,600 school districts using our technology during the 2023 school year (August-May), CENTEGIX technology checked in:

2023 School-Year Traffic for CENTEGIX-Protected Schools

March = 3,349,377
May = 3,334,174
October = 3,021,523

Total Traffic

May = 1,365,116
March = 1,322,337
October = 1,267,290

**Average Frequent
Visitors**

CENTEGIX-protected schools saw a total of 26.2 million check-ins in 2023.

The schools even saw hundreds of thousands of visitors during summer months, especially among the frequent visitors.

Each of those check-ins doubles as a risk opportunity. But for CENTEGIX-protected schools, each of the 26 million times one of those 3.3 million volunteers checked in, their information was instantly and automatically compared with sex offender and proprietary databases to ensure the safety of the students, teachers, and staff.

2023 CENTEGIX Summer Traffic

663,977

Total Visitors
in June & July

186,511

Average Frequent
Visitors in
June & July

When implemented effectively, a visitor management system helps administrators identify and respond to problems discreetly before they turn into a public emergency. In almost 500 instances, visitors were denied for matching to the sex offender registry, custody violator list, or potentially harmful entrant roster.

These denials were instances when the potential problem stopped before receptionists, administrators, and staff were required to get involved and prevented anyone from having to use their physical person to stop a potentially harmful visitor.

2023 CENTEGIX Visitor Management Check-ins

3.3 million

Total Visitors

1.1+ million

“Frequent Visitors”

651,705

Volunteers

School Safety Plan: Lockdowns and Safety

One trend is evident with schools using CENTEGIX technology: the number of visitors is increasing. The CENTEGIX Visitor Management platform gives you the peace of mind to know who is in your school, where they will be, why they are there, and how long they plan to stay.

Having visitors scan their state ID eliminates room for error because the state maintains the driver license and sex offender registries. Anyone convicted of sexual crimes or banned by custody or other issues will be flagged and denied entry.

Every year CENTEGIX-protected schools check visitors against the sex offender registry, totaling more than 2.2 million searches and resulting in 391 sex offender denials and 93 no-go list denials.

CENTEGIX Safety Platform can trigger a campus lockdown due to suspicious visitor activity or an unauthorized visitor on campus. In 2023, our wearable panic button badges activated over 1,500 lockdowns, many of which were attributed to suspicious or dangerous visitor activity.

SOC searches | 2,251,075
SOC denials | 391
Proprietary no-go list denials | 93
**2023 Sex Offender Compliance
Registry Screening Results**

SOC searches | 1,604,649
SOC denials | 398
Proprietary no-go list denials | 95
**2022 Sex Offender Compliance
Registry Screening Results**

2023 | 1,627
All-time | 3,892
Campus Lockdowns

“With 65% of our population being transient, we can’t know everyone. CENTEGIX Enhanced Visitor Management helps us quickly identify visitors and know where they are, even if we don’t know them personally, and that is a huge relief for our staff.”

— Kristie Brooks | Superintendent,
Chattahoochee County Schools, GA

CENTEGIX Visitor Management is Different

CENTEGIX Visitor Management welcomes and protects guests while protecting your teachers, students, and staff from the potential risk of unknown visitors.

Using state ID authentication, you'll no longer have unknown visitors. Your staff can quickly, effortlessly, and confidently identify guests, check their names against the state sex offender registry, and verify there are no other reasons why this guest should be denied entry. Schools can generate and easily update their own no-go lists to help with situations like custody issues.

Manage Your Visitor and Volunteer Rolls.

CENTEGIX Visitor Management can help you keep a record of volunteer hours by identifying how long each visitor was on campus down to the second. You can find volunteering bottlenecks and opportunities within the rolls.

Automated visitor rolls also help you keep accurate records of who was on your campus, where they went, and how long they stayed.

Locate Visitors in Real Time.

No more tracking down volunteers who have overstayed their welcome or wondering if visitors are still in the building. Upgrading your Visitor Management System with the Enhanced Visitor Management badges lets you locate your volunteers, contractors, parents, guests, and community members in real time while on campus.

Use Analytics for Safety Insights.

Analytics reports help you understand trends and traffic on your campus. Knowing when more visitors show up can help you plan when to have staff ready.

Identifying patterns and inconsistencies can help define policies and make approved volunteer and visitor lists better.

Historical location reports can show you the most visited areas of campus and can identify bottlenecks and inefficiencies. It can also let you know if a visitor was in a location they shouldn't have been.

Enhanced Visitor Management badges even help audit contractor and vendor time.

Integrate Seamlessly.

You've already invested in safety tools, and upgrading shouldn't mean throwing out the pieces that already work.

CENTEGIX offers integrations with all third-party systems, including 24/7 instant syncing with [PowerSchool](#), the most common student information system.

CENTEGIX ensures its Visitor Management system and Safety Platform integrate with your current student information software, volunteer application system, access control tools, mass alert system, and security camera system.



A teacher with curly hair and glasses, wearing a blue sweater and a lanyard, stands in a classroom pointing at a whiteboard. The whiteboard contains two diagrams. The left diagram is titled 'Distillation' and shows a process with 'Ice cubes', 'condensation', and 'clear water'. The right diagram is titled 'Generator' and shows a 'hand turning' mechanism connected to a 'Magnet' and 'generated' output. In the foreground, the backs of two students' heads are visible as they sit at their desks.

Does Your School Need a (Better) Visitor Management System?

CENTEGIX empowers thousands of schools to take control of their visitor management and protect their teachers, students, and staff.

Do you and your school need a better visitor management system to augment your [school safety plan](#)?

[Consider scheduling a demo](#) to see how our system can help keep your campus safe.



For more information on our school safety solutions and how we can help protect your district, visit our CENTEGIX Safety Platform page at centegix.com/safety-platform.

Learn more today. Because every second matters.
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