

ADULT VISITOR CHECK IN POLICY



Only paid NXTGN staff members are permitted to check in adult visitors.



ALL visitors (18+) are required to check in via this system, which scans the national database for sex offenders.

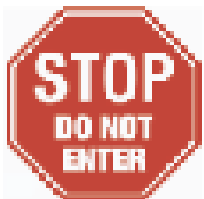


STEPS

The steps for checking an Adult Visitor into a NXTGN Environment are as follows:

- Ask for their Drivers License
- Search the name listed on their Driver's License at this website:

<https://www.nsopw.gov/Home>



In the rare occurrence that the system identifies a sex offender which would deny them access to a NXTGN Environment you will need to utilize the following language:

"Mr./Mrs. _____, Unfortunately, the system is not letting me check you in at this time. If you'd like to sit down with the head of our ministry department, we can set up that meeting for you, but at this time, I can't give you access as a visitor."

If there is any push back or issues after you've had this conversation, contact a member of the safety team via the walkie talkie.

If the search comes back clear you will need to check them into an Adult Guest Room at a manned PCO station.

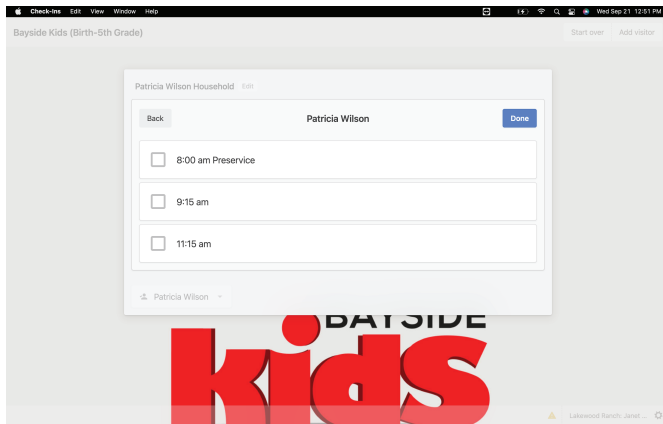


FLIP VISUAL CHECK IN GUIDE ON THE OTHER SIDE...

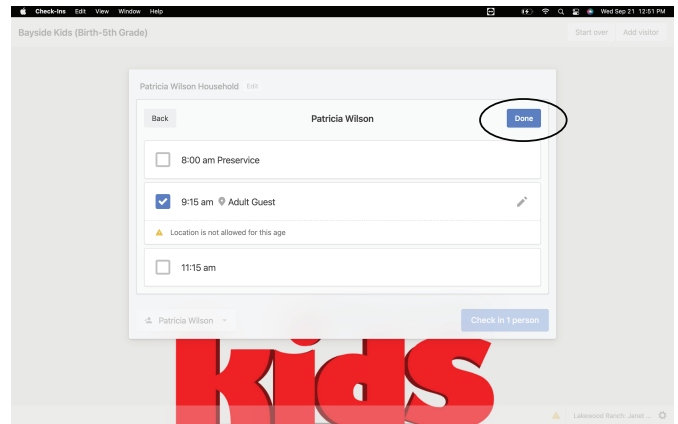


STEPS

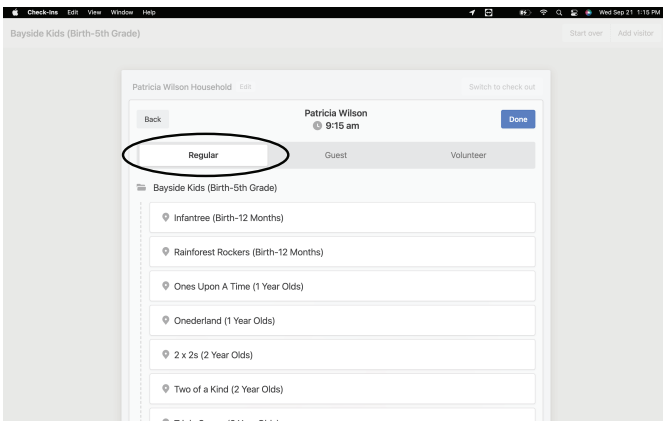
1 Type in the person's name.



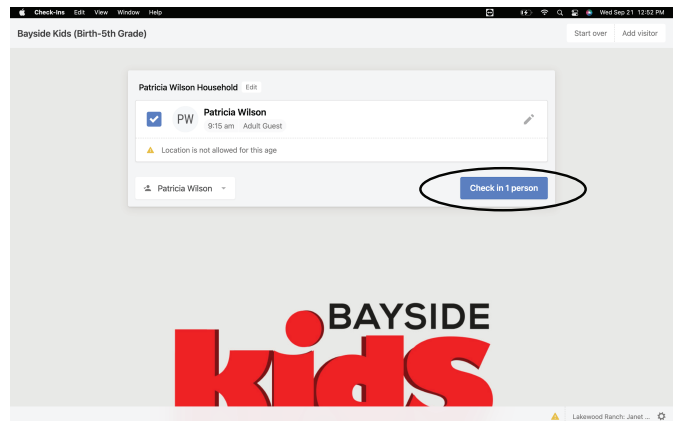
2 Click on their name and select service time.



5 Click Done and Check in and it will print their name tag.

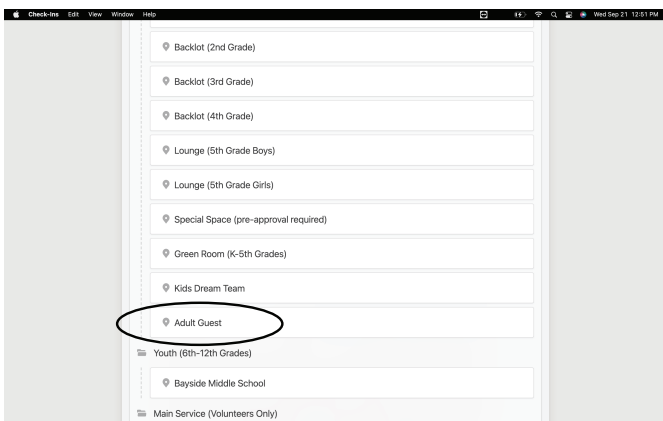


3 Make sure you are on Regular (Not Guest)



- **WEAR THE TAG**
Please instruct them to wear the PCO name tag the entire time they are within the boundaries of our NXTGN Environment.

- **WALK THEM**
Walk them to their designated seating area/classroom environment.



4 Scroll down to the bottom and click on Adult Guest

- **Please explain to your check in teams that this Adult Guest room in PCO is only to be utilized by paid NXTGN staff members for people who have had their license cleared through the national database.**