

Visitors Policy



Created: October 2015

Ratified by the Management Committee: December 2015

Date of next Review: October 2018

Visitors Policy

1. INTRODUCTION

This policy has been written to direct actions of staff to ensure that visitors are appropriately supported and managed in school and that pupils are kept safe at all times.

It is backed up by established good practice and evidence of potential weaknesses in the system.

2. INVITATION

- Book in the main school electronic diary.
- Known and agreed purpose. Group visits must be cleared with the Head Teacher in advance.
- If there is a specific focus to the visit, let staff know via Staff Bulletin or email.
- All visitors to be advised that car parking is limited and that they might find parking easier on Palatine road rather than within the school grounds.

3. ARRIVAL

- Sign in the Visitors Book and read and keep the Visitors Safety Leaflet.
- Badges must be worn at all times.

4. SUPERVISION

- Welcome and supervised by a designated school staff member.
- If participating in pupil activities, ensure visitors are not left unattended or unsupported.
- Give instruction on where visitors can go, and where they CANNOT go.
- Give instruction on who to speak to if there are any issues.
- Debrief – sign out, from supervising member of staff.
- Concerns of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.

5. REGULAR VISITORS / VOLUNTEERS

- Police check (DBS) before being allowed unsupervised freedom to use building and internet with pupils. Refer to Child Protection Policy for further information regarding unsupervised access to pupils.
- Fob Entry will be available for committed and longer term volunteers.