

# Visitors Policy



**Created: October 2015**

**Ratified by the Management Committee: December 2015**

**Reviews: January 19**

**Date of next Review: January 2022**

## 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 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 using the electronic Visitor screen and read and accept the Safeguarding and Health & Safety notice.
- A printed ID badge will be issued and 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 by using the electronic Visitor screen
- 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 as per the Safeguarding notice accepted on signing in on arrival.

### 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.