



## **VISITOR POLICY**

### **Rationale**

The school/centre assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit. We recognise our duty of care to ensure a safe environment for our children and staff. This incorporates the duty to 'safeguard' all children from subjection to any form of harm. It is the responsibility of the Governing Body and the staff team to ensure that this is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school/centre therefore requires that all visitors comply with the following policy and procedures. Failure to do so may result in the visitor being escorted off the premises.

### **Aims**

To provide a safe and secure environment for our children, staff, families and visitors  
To establish protocols and procedures that effectively monitor and manage visitors to our school/centre.

### **Visitors to the school/centre**

- Visitors are defined as all adults other than members of staff employed by the school governing body and/or voluntary management committee.
- All adults whilst on the premises must be aware that whilst on the premises they are acting as a role model for very young children and must act in a professional manner and agree to respect and follow the school's RESPECT code of conduct
- Parents and friends of the school/centre are defined as visitors and must wear a visitor badge / lanyard if their visit is likely to be longer than for a drop off or collection purpose.
- Visitors will be required to sign in and out at reception (purpose of visit should be outlined)
- Visitors must read the visitors agreement laminate prior to receiving a visitors badge
- Professional partners must sign in / out and wear their own agency ID. Alternatively we can issue you a visitors badge to wear for the duration of your visit.
- All visitors are required to take responsibility to ensure that when carrying a mobile device or phone they inform the school. This should be switched off and either left in a safebox at the main reception or is safely stowed away whilst being supervised by a member of staff.
- If an alarm sounds (ie the fire alarm), the school has a clearly defined evacuation / lock down procedure. Please follow all the instructions given by staff. Fire escape procedures are also displayed in each room.
- Accidents and / or incidents involving visitors will be reported in accordance with the School Health & Safety Policy. The member of staff who is informed is responsible for

ensuring that this is recorded on the appropriate paperwork and the Headteacher is informed accordingly.

**Professional Partners:** are defined as colleagues from professional agencies that have entered into an agreement with the Governing body to offer professional support or deliver services on behalf of the Local Authority.

All partners working from the premises will be required to sign in and out and must wear clearly visible agency ID. Alternatively they can request a school visitor lanyard. Partners should be aware of and follow the school's policies linked to wider safeguarding and health and safety.

Partners are permitted to use their agency mobile phones / devices in office areas. Such devices should not be used to make / receive calls **or** take photographs / images, in areas where children may be present without the permission of their parent or guardian.

**If the main reception is closed. The member of staff being visited must take responsibility for their visitors and will be expected to follow the procedures in the same way.**