



## School Visitor Guidance

**Approved: May 2015**

**Review Date: May 2016**

The school takes its responsibilities for keeping all children and adults on school premises safe and secure seriously. The following guidance must be adhered to at all times to ensure this.

- **ALL** staff should advise the office of any visitors they are expecting.
- **ALL** visitors must report to the office.
- Office staff should welcome visitors, show them where and how to sign in and issue them with an appropriate lanyard.
- Visitors should ALWAYS be made to feel welcome by staff members.
- Visitors with appointments to meet with the Headteacher may be offered a drink and shown where the toilet facilities are (through the main hall), accompanied by a vetted member of staff.
- Where there are children in the Reception area and no member of staff available the visitor will be asked to wait until a member of staff becomes available.
- Visitors who are unknown to the school **MUST** be escorted at all times.
- Professionals must sign in and their identity verified.
- Parents and carers wishing to 'pop in' to see a member of staff should be asked to take a seat in Reception whilst a member of the office team goes to find the relevant person.
- Parents and carers with appointments should be made to feel welcome, shown where and how to sign in and issued with the appropriate pass and lanyard and directed to read the rear of pass. They should be asked to wait in Reception whilst a member of the office team either finds the appropriate person or escorts the visitor to the appropriate room.
- Parents and carers bringing in items that children have forgotten must report to the office and leave the item with the office staff and a member of staff will take the item to the relevant class/child.
- HSA meetings – parents must sign in, be issued with the appropriate lanyard and be directed to the designated meeting room.
- Governors – must sign in on the visitor and in the Governor log book. All Governors must wear their Governor ID and lanyard.
- Emergency contractors working in school during school times must sign in, show their ID, be issued with a dated visitor sticker and be escorted to where they need to work. They should not be left unsupervised during school hours.
- Children should not be allowed in areas where contractors are working for health and safety reasons and contractors should have no contact with children. Where contractors are working in areas with children present they must be supervised at all times unless they have produced an Enhanced DBS.
- All volunteers must have up to date enhanced DBS check and have their identity verified.
- Parents and carers accompanying children on school trips do not need a DBS check, but must NEVER be left unsupervised alone with children.

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- Parents or carers transporting children to tournaments or external events do not need a DBS check if the arrangement is made privately with other parents.
- Assemblies – parents and carers will not be allowed access until 10 minutes prior to the start of an assembly. A member of staff will be at the main door to show parents to the hall. All parents and carers are required to sign in and out on a register in the dining hall.
- Open days – all parents and carers will be expected to sign in and out on a register.

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