



“TOGETHER WE ARE STRONGER”

VISITORS POLICY

Approved by the Chair of Governors

Signature_____

Date_____

This Policy will be reviewed October 2019

Visitors in School practices and procedures

As a responsible employer, the Governing body recognises its duty to ensure all staff and children on the school site are as safe as possible.

As a busy school we have many visitors to school in a variety of capacities and the practices and procedures detailed below ensure that all visitors to school are appropriately checked for their own safety and for the safety of the school community.

All visitors must report to the school office.

All visitors must sign in. They will then be issued with a badge that identifies them as a visitor and this will have the date on to confirm they have signed in.

All new visitors will be asked to prove their identify with photographic evidence. This could be a driving license or a work card. This is in line with the guidance from the Department of education with regard to **safeguarding of children**.

All new visitors who will be having direct contact, or work related personnel who will be working for a sustained period of time in school will be asked for their CRB clearance number. This information will be logged in the schools central register, which is checked by Ofsted when they visit and by the Local Authority.

Supply Staff have a duty to:

Enquire about any SEN or children with any special requirements and act accordingly

Find out about the daily routines from a member of staff (preferably the year group colleague.)

Visitors should be made aware of their roles and responsibilities to keep themselves and children safe.

Under no circumstances must a visitor or helpers find themselves in an enclosed place with a child out of public view

Visitors should sign out when leaving the premises. Evacuation procedures should be communicated to all visitors.

Reviewed October 2019

Signature _____ **Chair of governors**

Date _____