

SCHOOL VISITORS POLICY

Our school welcomes all visitors, in doing so we must ensure the safety of our pupils, staff and other adults on site.

The standard procedure is for all visitors to enter by the main entrance after stating the nature of their visit via the intercom. The visitor will then be asked to sign the visitors book at Reception. The school secretary, as admitting adult, will take responsibility for the visitor. The Headteacher will designate a member of staff to act as admitting adult at times when the school secretary is unavailable. At no time will pupils be given the responsibility for admitting visitors.

Any member of staff admitting a visitor through the entrance is responsible of ensuring that the visitors book is completed.

The admitting adult will:

- Establish the identity of the visitor
- Check that the visitor has an appropriate identity badge to wear while on site
- Issue a school badge where no other is available.
- Establish the purpose of the visit
- Where necessary (see clarification below) DBS details will be checked.

If there is any doubt about the visitor they will not be admitted through the main entrance but will be asked to wait until the Headteacher has been informed. The school secretary will check the visitors book at lunchtime and at the end of the school day to ensure that all visitors have signed out and therefore left the school site.

It is the duty of all staff to report to the Headteacher the presence on or in the immediate area of the school site of any person who is suspicious, giving the best description they can of such a person. The Headteacher will decide on appropriate action and retain written records of an incidents.

DBS CHECKS

All volunteer helpers, Governors and individuals employed on a short term basis with pupils must like all staff have a valid DBS check. These checks are reviewed every three years. These details will be checked and added to the Single Central Register retained by the school secretary. The Headteacher will check all documentation required prior to applying for the DBS certificate.

Visitors who are in school for a one off visit do not require a DBS check but must be chaperoned at all times by a member of school staff.

The Headteacher is responsible for ensuring that the procedures in this policy are followed by all staff. The governing body will monitor the carrying out of this policy and review it regularly.