

St Erth Primary School

Visitor Policy



St Erth School

Caring, Sharing, Preparing for Life

Date Written	April 2012
Reviewed On	April 2016
Last Review	July 2018
Next Review Date	July 2020
<p>I confirm that this policy has been reviewed and adopted by the Governing Body of St Erth Primary School.</p> <p>Chair of Governors</p> <p>Date: July 2018</p>	

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

- We welcome all parents and visitors to St Erth School. Parents and visitors are required to report to the reception desk by the main entrance and sign in. A Prevent form must also be completed if they have not already done so (i.e a first visit to the setting)
- All visitors must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- St Erth School reserves the right to refuse entry or terminate a visit at any time.
- Visitors include parents, volunteers and governors (Governors to sign in separately in Governor Visits book)

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have enhanced DBS check

If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with things - builders, gardeners and people working on computers or other equipment

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependant on the visitors' actual or potential proximity to children and the schools knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in the school foyer next to the secretary's office.