

Visitors to the School - Protocol

Safeguarding and promoting the welfare of children is everyone's responsibility.

“Everyone who comes into contact with children and their families has a role to play.” page 5, *Keeping Children safe in Education - Statutory Guidance for Schools and Colleges, September 2021*

1. All visitors must report to the Reception. If they are waiting to collect a pupil, they do not have to sign in. However, they must remain in the seated area in Reception.
2. Visitors attending appointments/meetings must sign in and wait in Reception until they have been collected by a member of staff and escorted to the appropriate location.
3. Good practice dictates that we will not allow any adults into a classroom with pupils or to work with individuals without evidence of an appropriate DBS check. This includes Social Services, CAMHS and NHS etc. Visitors with DBS clearance will be issued with a green badge. Visitors without DBS clearance will be issued with a red badge and must be accompanied by a member of staff at all times when in contact with children.
4. We reserve the right to refuse entry to parents/guardians to any part of the school building.
5. No visitor will be allowed to enter a classroom without the permission of the Headteacher.
6. Visitors must treat all staff and pupils within the school with respect. Aggressive and verbal abuse will not be tolerated.
7. All visitors must sign out and return their visitors badge before leaving the building.
8. If the fire bell rings all visitors must report to the front of the school and assemble at the Fire Assembly point.