



Witchampton CE VA First School Visitors' Policy

All visitors during regular school hours, visiting the school, must report to the school office to sign in and receive a visitors' badge.

All visitors must wear visibly a visitors' badge while at school. Permanent badges are available from the school main office for specific individuals.

All visitors are required to follow directions from any school employee once they have signed in.

All visitors will return their badge and sign out prior to leaving the site.

All visitors should read the fire notice in the entrance and make themselves aware of fire evacuation procedures.

All visitors working alongside the children for a prolonged period of time or out of sight of the class teacher, should be given a copy of the child protection summary and sign to say they have seen it.

Any employee who sees a stranger on site without a visitors' badge should stop and ask if they might help that individual. They should accompany the individual to the appropriate office for a visitor's badge.

Any employee who anticipates a visitor prior to their arrival, should explain the visitor badge procedure and direct the visitor to the office.

Any employee who encounters resistance from a visitor should IMMEDIATELY report that individual to the school office or Headteacher. They should never tackle the individual.

All visitors should use the adult or disabled toilets only.

There is no smoking anywhere in the schools grounds.

Date: Feb 2011

Signed:

Review Date: Feb 2013