



SAFEGUARDING POLICY - VISITORS

A visitor's policy is in place that puts the safeguarding of pupils at the centre and is applied to all visitors irrespective of their status in line with 'Working Together to Safeguard Children August 2018' and 'Keeping Children Safe in Education September 2019'.

All visitors to the school will be asked to bring formal identification with them at the time of their visit. Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign in using Inventory making note of their name, organisation, who they are visiting and car registration.

All visitors will be required to wear an identification badge and suitable lanyard. The lanyard must remain visible throughout their visit.

All visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (to be on this list, the person must have a current clear DBS check and children's barred check with a copy of this registered on the Schools Central Record for the duration of their stay. They must then follow the procedures above e.g. sign in and enter the premises via reception).

Mobile Phones and Cameras.

Visitors to the setting (including parents) are requested not to use their mobile phones on the premises or to hand them in at reception for collection on departure.

All children on roll are requested to hand in their mobile phones at the beginning of the day and collected on departure.

If any safeguarding concerns should arise during your visit please ask to speak to one of our DSL's

Jodie Burton – Family Support Worker
Kerrie Chandler – Child Welfare Officer
Emma Beardah – Head Teacher
Jo Glover – Deputy Head Teacher
Lee Neal – Assistant SENCO
Sue Smalley – Year 3 Teaching Assistant