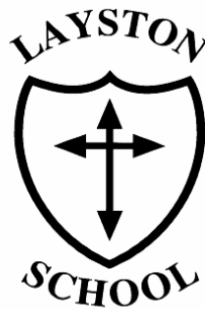




Layston C of E First School



Loving to learn, Learning to love. For every child a chance to shine

Visitors Policy

Reviewed

September 2022

Next review due

September 2024

Policy Review

This policy will be reviewed in full by the Governing Body bi-annually.

The policy was last reviewed and agreed by the Governing Body on .09.2022.

It is due for review in Summer Term 2024 (up to 2 years from the above date) by the Governing Body.

Signature

Date

Head Teacher

Signature

Date

Chair of Governors



At Layston School we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children and adults who work in the school.

For the purposes of this policy, visitors are defined as 'being all those on the school site who are not employed by the school'. By this definition parents accompanying children to and from school, or helping with classroom activities, are visitors.

- Parents visiting to bring or return pupils to school outside of school registration times, e.g. for appointments, must sign the 'Signing Children In and Out During the School Day' book in the entrance area.
- Those visitors who help regularly in school **MUST** undergo a police DBS check.
- All visitors, including parents and contractors, **MUST** sign in and out at the school office and wear a visitor badge at all times.
- Regular LA visitors eg Educational Psychologist, Speech Therapist **MUST** wear the standard Herts Visitor Identification badge at all times.
- Unfamiliar visitors will be asked to show identification before being permitted entry.
- Staff should politely challenge any person not displaying identification and direct them to the main reception. Pupils are encouraged to inform staff of any suspicious people they have seen.
- Contractors undertaking work on the fabric of the building or fixed equipment **MUST** read and sign the Asbestos Register and seek approval from the Asbestos Authorising Officer before commencing any work.
- Lone workers must read and familiarise themselves with the fire procedures displayed with the signing in book, before commencing work.
- Lone workers **MUST NOT** undertake any work involving potentially significant risks (eg working at height).
- Smoking is strictly prohibited anywhere on the school site, at any time.
- The use of mobile phones, including the use of cameras on mobile devices needs to be agreed in advance with the Head Teacher or designated other in the HT's absence.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting. It is the responsibility of that member of staff to ensure that the visitor is aware of the emergency evacuation procedure, which is posted in each room.

Layston School has frequent visitors after the official end of the school day. Contractors will generally ask for the assistance of the Caretaker and/or Head Teacher, and it is their responsibility to ask these visitors to follow the protocol above.

Any member of staff has the right to stop any work they deem to be unsafe. The Head Teacher or, in his/her absence, the Secretary or Deputy, has the right to seek the removal of any person, whose presence constitutes a risk to the safety or well-being of any member of the school community. The Head Teacher or, in his/her absence, the School Business Officer or Deputy Head has the right to prohibit them from the school site.