



Alston Lane Catholic Primary School

Policy for Visitors to school

OVERVIEW

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

OBJECTIVES

1. To prevent unauthorised persons from entering school.
2. To make visitors welcome.
3. To ensure that visitors are authorised and their identity checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.

STRATEGIES

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
2. All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
3. Visitors must sign-in on the visitor list and sign out as they leave.
4. Each visitor will be given an identification badge that must be worn visibly at all times.
5. Visitors' identification badges must be collected in by the office staff before the visitor leaves.
6. Visitors will be asked to wait in the reception area until the person that they have come to see, arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
7. Visitors will be accompanied, or supervised, during their time in school (unless the purpose of their visit makes this impractical).
8. The Headteacher or Bursar will be responsible for contractors and trades people, during school hours. They must show proof of identity if they are not already known to the school and complete the contractors signing in register. Outside of school hours, this responsibility will be undertaken by the site supervisor.
9. The headteacher must be informed immediately if members of the police, fire service, Academy Trust, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
10. All members of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
11. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and be escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary the police should be summoned to remove them.

OUTCOMES

This policy will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.