

Visitors Policy

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05.11.2020	0.1	Scheduled Review	Update to name & logo. J Bowman	Original TSSMAT
05.11.20	0.2	Scheduled Review	Board lead – no changes. M Havelock-Crozier	
11.12.20	1.0	Scheduled Review	Ratification by Board	

Visitors Policy

The Small Schools Multi Academy Trust is committed to providing a safe and secure environment for the children in our care. When we have visitors to our schools we need to ensure that this will not have a detrimental effect on the children, and that the person in question has a valid reason for visiting. Accordingly, when a visitor arrives, we will follow the procedure set out below

- **All** visitors must sign in when entering the school.
- **All** visitors must wear a visitor lanyard whilst on school premises.
- If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, e.g. Ofsted, Local Authority, Environmental Health Department, etc., for further confirmation. If this is not possible, staff will seek the advice of the Headteacher or Care Club manager.
- The person being visited will be recorded.
- Visitors will never be left alone or unsupervised with the children, without satisfactory identity and DBS checks being carried out.
- If a visitor has no reason to be on the Trust's premises, staff will escort them from the premises.
- If the visitor refuses to leave, staff will call the police. In such an event an **Incident Record** will be completed and the Headteacher and/or Care Club manager will be immediately notified.
- **All** visitors must sign out when leaving the school.
- All visitors must comply with any Health & Safety requirements within the school, including wearing appropriate PPE if required.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62].