

St Saviour's C of E Academy

Visitors Policy

Summer 2020

Policy Statement

The safety of the children at St Saviour's C of E Academy is paramount. This policy has been put in place to ensure that visitors to school are checked and monitored carefully whilst they are on the school's premises. It applies to all persons visiting the school both during the school day and before and after school.

Aims:

To prevent unauthorised persons from entering the school.

To make authorised visitors welcome.

To ensure that all visitors are carefully checked and monitored during their time in school.

To ensure the safety of all visitors to school.

Procedures:

- All gates (except main drive for vehicle access) giving access to the school grounds are kept locked except during drop off and pick up times.
- All visitors will report to the front reception where they will be asked for their details and the name of the person they are visiting.
- If the reception staff are satisfied that the visitor is authorised, they will open the door giving the visitor access to the school.
- All visitors will be asked to sign in on electronic sign in system and sign out again when they leave.
- Visitors will be given a visitor badge which must be worn visibly at all times.
- It is the responsibility of all staff to challenge anyone in school or within the school grounds who is not wearing a visitor badge or who is behaving in an inappropriate or suspicious manner.
- Visitors are asked to wait in the reception area until the person they have come to see arrives to take charge of them. They are responsible for them during their time in school and escort them back to reception at the end of the visit.
- The Bursar/office staff are responsible for workmen / women and trades people during their time in school. The Bursar/office staff are responsible for checking their identification and for notifying appropriate senior staff of their presence. Anyone working on-site during the school day must be appropriately supervised throughout their time in school.
- All visitors are expected to behave in an appropriate manner when in school. Any visitor who behaves in an inappropriate manner or uses inappropriate language will be asked to leave immediately. If necessary, the police will be called to remove them.

Written Summer 2020

Review Summer 2023

Principal L Davis

Signed 

Chair of Governors M Weller



Signed