

HAZELDENE SCHOOL



VISITORS TO SCHOOL POLICY SEPTEMBER 2016

SIGNED DATE.....
HEADTEACHER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED OCTOBER 2018

Hazeldene School

Hazeldene welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school visitors themselves can benefit from contact with the pupils and staff.

Visits from agencies such as Drama Groups, workshops etc should be made available to all relevant groups of pupils.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher or Assistant Heads prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

Day to day unexpected visitors and callers should report in.

- All visitors to the school should report to the main office and be signed in by office staff.
- Staff should inform the office of expected visitors so that they can be recorded in the visitors book and given a visitors badge.
- Contractors need to be signed in before being introduced to the site agent who will provide relevant access to the site as is required
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed
- All contractors will sign to say they have seen the asbestos log and will follow correct procedures.
- Any visitor should not be left with pupils unaccompanied by a member of staff (a parent talking to their own child is acceptable). This is to comply with child protection issues
- If any visitor is to be working with pupils in school then they must go through the DBS procedures (See our DBS Policy)
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business
- All visitors must return the visitor's badge before leaving the site.

On the occasion of the unexpected visitor, the first point of contact should be with the Head Teacher or Senior Teacher who will involve other staff and pupils as appropriate.

Staff are reminded 'to ensure that visitors and callers to the school feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect'.

Our after school club will maintain the same procedures for monitoring any visitors. In addition, the registration document completed by parents / guardians details who will collect the child/ren.

Helen Ward
OCT 2016