

Visitors to School Policy

We welcome visitors to South Baddesley Primary School and realise that they can make an important contribution to the life and work of the school community.

We are mindful of the need to provide a learning environment that promotes the safeguarding and welfare of children.

Visits to specific classes by outside agencies or individuals are encouraged. In arranging such visits, staff should consult with the Head Teacher.

Visits by external agencies such as the School Nurse; drama groups; fire fighters; greatly support the children's health and learning, and are planned for and encouraged.

People who regularly visit, or have direct unsupervised contact with the children are formally DBS checked.

Visitors to the school all register their arrival in the visitor's book held at the office and wear a badge to identify them. There are signs directing them to the office.

Visitors are directed to read the school's Child Protection Policy Statement and Health and Safety of visitors' notice, (to the right of the signing in book) by the member of staff signing them in. A Health and Safety leaflet is also available.

Children are not allowed to admit anyone into the building through the main entrance door or car park gate both of which are operated by a switch in the office; they must alert a member of staff if someone wishes to enter.

Day to day unexpected visitors and callers are directed to the office. The appropriate administrative staff take responsibility for the visitor while on site or passes on that duty of care to another member of staff where appropriate.

Visitors are given a health and safety leaflet upon arrival. In the event of a fire the visitor would be escorted alongside the person he/she is visiting. The visitor's log is taken out of the building by a member of the office staff.

Date reviewed: 22nd January 2015