

**SCOTHOLME PRIMARY AND NURSERY SCHOOL
VISITORS' POLICY
2018/19**



For the purposes of this policy, the term **visitors** means those who are here on school business and those who are visiting staff. It does not include parents and carers of children in school.

All visitors will be reminded of our mobile phone policy by reception staff.

Once on site, all visitors must report to reception first. No visitor is permitted to enter the school building via any other entrance under any circumstances.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign in to the Visitors' Record Book system (Inventory*) which is located in reception, recording their name, organisation, who they are visiting and car registration, if appropriate.

All visitors will be required to wear a photo identification badge - the badge must remain visible throughout their visit.

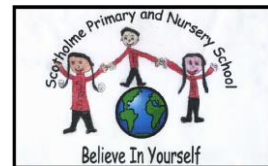
Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. This includes ensuring that they are not using a mobile phone on the premises.

The member of staff receiving the visitor is responsible for explaining the evacuation procedure to them and ensuring that they are evacuated safely in the event of an emergency.

The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (to be on this list, the person must have a current clear DBS check and children's barred check with a copy of this registered on the schools' central record. They must then follow the procedures above e.g. sign into the visitors' book and enter the premises via reception).

The visitor is required to sign out of the visitors' book upon leaving the premises. Staff are responsible for ensuring that this happens.

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Procedures will be reviewed every year in September and if an incident should arise.

September 2018 - reviewed by SLT - no changes from previous year