



# Kirk Merrington Primary School

## Visitors Policy

### Introduction

Kirk Merrington Primary School welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular Health and Safety requirements. We believe the school to be part of the community and therefore welcome visits from people for a wide variety of reasons. School should also be a place for children to work and learn in a safe and secure environment and all staff are responsible for maintaining that safety.

### Purposes

- All doors are kept locked when the children are in session. There is a bell marked for visitors to use.
- All visitors to the school should report to the front office (Reception) and are required to identify themselves, sign in with their reason for visiting and where necessary given an identification badge. They will also be given a Safeguarding leaflet to read, sign and date and return back to reception when their visit is over. This signed leaflet will be held within the schools safeguarding file.
- Office staff will take the visitor to the appropriate teacher, who will then take responsibility for that visitor while they are in school.
- Staff should inform Reception of expected visitors so that they can be recorded in the diary. Contractors need to visit the office before being introduced to the caretaker/head teacher 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. It must be read and complied with, contractors must sign the relevant form before commencing work.
- 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 regularly working with pupils in school then they go through the enhanced DBS procedures. Children are only allowed in any part of the grounds with a school adult present.
- Any person loitering outside the gates for no apparent reason is challenged politely. Any suspicious persons are reported to the police.
- Visitors wishing to view the school are asked to make an appointment so that the Head/Deputy can show them around and answer their questions.
- Visitors are not permitted to use mobile phones on site.

### Fire

In case of fire an alarm will sound. Please exit by the nearest fire exit. The assembly point in the MUGA at the back of the building.

Review Date: September 2024