

# **Stithians School Visitors Policy**

The visitor policy is for the safety of our pupils and staff and we ask for cooperation from staff, pupils, parents and visitors.

We welcome all parents and visitors to Stithians CP School. Parents and visitors are required to report to the reception desk by the main entrance and sign in. All visitors must wear a visitor's badge. Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.

Staff at Stithians CP School reserve the right to refuse entry or terminate a visit at any time such as if a visitor is using inappropriate language or behaviour towards pupils or members of staff etc.

Visitors include parents, volunteers, County Officers, contractors, employees from outside agencies and governors. Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers. Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have enhanced DBS. If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and the visitor will wear a badge issued by the organisation holding their DBS clearance and a school issued badge.

Unless the visit is expected by member of staff or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will then be issued with a visitor badge. Visitors are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the schools knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times and should make an appointment with the main office prior to their visit. Visitors

who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, they will be informed of suitable exits from school. This policy does not apply to audiences at performances in the school hall and similar events as pupils at these times are heavily supervised and access to pupils is limited. A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in the school foyer next to the secretary's office.