



VISITOR INFORMATION

We are committed to the safety and wellbeing of all children, staff and visitors, therefore all visitors (including parents and carers) must agree to the following before being allowed access to the school site.

GENERAL

- Please enter and exit the site from the main entrance, observe signing in and out procedures.
- Do not move around the school site unescorted. Please stay within the areas that are necessary for your visit.
- Unless your visit is specifically to work with or support children, then you should only interact with them where you have the permission of a member of staff or where you feel they are in immediate danger.
- You will be issued with a 'Visitor' badge, this must be worn at all times so that it is visible and you should return your badge to Reception as you leave the school site
- An accessible adult toilet is located in the Key Stage 1 corridor, please do not use any other toilets during your visit.
- The school operates a no smoking policy within both its buildings and grounds.
- **Inappropriate behaviour or language on site will not be tolerated.**

FIRE & SAFETY

- The fire alarm is tested regularly out of normal school hours, if you hear the alarm at any other times please leave by the nearest exit.
- Report to the fire assembly point so that you can be accounted for.
- If you are working with children, lead them to safety, inform a member of school staff so that registers may be taken.
- All accidents MUST be reported to reception.
- Where First Aid is required this can be obtained from reception

MOBILE PHONES, CAMERAS, ETC

Whilst on site please:

- only use mobile phones and cameras in connection with your business and when you are approved to do so.
- do not take or use images of children unless approved to do so.
- do not leave equipment unattended.
- ensure that your mobile phone's 'Bluetooth' capacity is disabled.

INTERACTION WITH CHILDREN

Where your role requires that you interact with children or you are attending school on Local Authority/Partner Agency business you must:

- present your photo ID (plus any documentation previously agreed between school and the Local Authority or your Partner Agency) when requested by our Reception staff.
- wear your Photo ID and Visitor Badge at all times when on the school site.
- interact with children as required within your professional capacity and report any instances/concerns/observations you may have immediately to a senior member of school staff (Reception staff will provide advice on how to make this contact if appropriate).

**Anyone whose actions or behaviour causes concern or who does not follow the above requirements will be reported to the Local Authority for further action.
Please report any issues to the Headteacher, Linda Taylor.**