



## 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 follow these conditions before being allowed access to the school site.

### **SAFEGUARDING**

- Please enter and exit the site from the main entrance, observe signing in and out procedures.
- On arrival, you will be issued with a printed 'Visitor' badge, **this must be worn at all times so that it is visible**. Please return this badge to Reception as you leave the school site
- 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 children with the permission of a member of staff, or if they are in immediate danger.
- Please note that we monitor the use of the internet by all children, staff and visitors using school equipment as part of our e-safety strategy.

### **FIRE, FIRST AID & ACCIDENTS**

- The fire alarm is tested regularly out of school hours. If you hear the alarm at any point during the school day, please leave by the nearest exit and report to the fire assembly point.
- If you are working with children, lead them to safety and inform a member of school staff, so that registers may be taken.
- Please note that all accidents **MUST** be reported to the school office.
- Where First Aid is required, this can be obtained from school office.

### **MOBILE PHONES, CAMERAS, etc.** - Whilst on site please:

- Do not use personal mobile phones or cameras - use only the equipment and internet services approved by the school.
- Follow the school's acceptable use policy and online safety guidance.
- Do not leave equipment unattended.
- Do not take/use images of children unless approved to do so.

### **INTERACTION WITH CHILDREN** - Where your role requires that you interact with children or you are attending school on Local Authority or 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 school office staff.
- wear your Photo ID and printed Visitor Badge at all times when on the school site.
- interact with children as required within your professional capacity and report any instances, concerns or observations you may have immediately to a senior member of school staff (Office staff will provide advice on how to make this contact if appropriate).

### **GENERAL**

- An accessible adult toilet is located in the Key Stage 1 corridor, please do not use any other toilets during your visit.
- Please note that the school operates a no smoking policy within both its buildings and grounds.
- Any inappropriate behaviour or language on site will not be tolerated, in relation to children, staff or visitors.

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.