



Shawlands Primary School Policy

Visitors in School Policy
REVIEWED EVERY 3 YEARS

Reviewed Spring 2020

Approved by the Governing Body on:

Signed.....



POLICY FOR VISITORS IN SCHOOL

The safety of our children, staff and the wider community is paramount. The purpose of this policy is to ensure that visitors to our school are carefully checked and monitored during their time in school. It also ensures that no unauthorised person has entry to the school and that we are able to account for and locate visitors at all times. The strategies used will make sure that visitors are well looked after and made to feel welcome at Shawlands, thus ensuring that we meet our shared aims and mission statement 'Better Together'.

STRATEGIES

1. External doors and gates are kept securely closed and visitors are directed to the main entrance and reception area, where they are welcomed and asked for their details and for the name of the person they need to see.
2. Visitors sign the visitors' book on arrival and sign out as they leave.
3. Visitors are given an identification badge which must be worn at all times. These are worn in clear plastic pockets with colour-coded lanyards to identify which type of visitor they are. These **MUST** be returned to the school office as the visitor leaves.
4. Visitors are asked to wait in the entrance hall until the person they need to see arrives and this person will look after/monitor them for the duration of their visit.
5. The Caretaker or Bursar checks the identity of trade and work people and alerts senior staff of their presence. A work book is signed when trade/work visitors are in school.
6. Any member of staff must challenge any stranger they meet on the school site who is not wearing identification or is acting suspiciously.
7. Should any visitor (or parent) behave in an unacceptable or threatening manner they will be asked to leave the premises immediately by a member of SLT. It must be assumed that there is the possibility of risking the safety of our pupils or staff.

**Shawlands Primary School
Spring 2020**