

Cottesbrooke Infant School Policy for visitors in school

At Cottesbrooke Infant School, our aim is to keep the children safe at all times. We constantly reinforce the message that children must not approach or speak to strangers and that if a stranger approaches them they must inform a known adult immediately. Our school has an open door policy and we welcome parent helpers into school. We also have close links with many colleges and universities and there are always a number of students in school. This means that there are a lot of adults in school who are not technically part of the staff. It is our duty to insure that the children know who these people are and that they are safe to be around. We have the following procedures in place for ensuring the children's safety.

- All students, staff and voluntary workers in school are required to produce a current CRB check prior to working in school.
- The security system in school is such that no one can get into school unless they know the security code or ring the bell. The security code is changed regularly and not given to anyone other than school staff. When the bell is rung the office staff are able to see and speak via the intercom to whoever is trying to gain entry. Children are told **not** to open the doors to anyone.
- There are dual language notices displayed outside school asking all visitors to report to the school office.
- All visitors are asked to sign in at the office and are given an identity badge. They are asked to return badges and sign out before they leave.
- All parents are asked to report to the school office before going down to their child's class.