

# Barnby Dun Primary Academy

## Visitors Policy

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

- We welcome all parents and visitors to Barnby Dun Academy. 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.
- Barnby Dun Primary Academy reserves the right to refuse entry or terminate a visit at any time.
- Visitors include parents, volunteers and governors (staff to sign in separately on staff board for fire register purposes)

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 clearance (see DBS and Barred List Check procedure).

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

**People working with things** - builders, gardeners and people working on computers or other equipment

Unless the visit is expected 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 be issued with a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on whether they will be in 'regulated activity' with children at any point during their visit.

**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

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, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

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 office.

Reviewed April 2016  
Next review April 2017