

**Aston All Saints C of E Primary School**  
**A school in the Diocese of Sheffield Academy Trust**

**Visitors' policy**

**Date: October 2018**

**Date of next review: 2020/21**

It is the intention of Aston All Saints C of E Primary School that every visitor is treated with courtesy and respect, made to feel welcome whilst on the premises and protected from potential health & safety hazards. It is also the school's intent that every student is kept safe from harm. This policy is designed to value all visitors whilst simultaneously safe-guarding students.

ALL visitors will be required to adhere to the following procedures at all times:

1. Report to Reception upon arrival
2. Sign the Visitors' Book
3. Present identification, as required, to both reception staff and those s/he has been asked to report to
4. Be issued with and clearly display a School Visitors' Pass. This will usually be a badge which can be attached to his/her person.
5. Have the signing out procedures clearly explained by the reception/office staff.
6. Have the fire safety and evacuation procedures explained upon arrival.
7. Be collected by, or escorted to, the staff member that s/he is visiting, by the reception/office staff.
8. Be accompanied by a member of staff at all times and be the responsibility of that member of staff whilst on the school premises.

It is the responsibility of ALL school employees to verbally and respectfully challenge any individual on the school premises who is not wearing a Visitors' Pass.

School visitors usually fall into one of the following categories:

- Those who have business with the Head Teacher or other staff, and who may have brief contact with students with others present throughout

- Professionals from public bodies who visit the school to discharge their duties and/or assist its staff and students. LA Advisers/Consultants, Welfare Officers, Counsellors, Educational Psychologists fall within this category. As do school nurses employed by the Health Authority.
- Contractors who come on site irregularly to carry out emergency repairs, service equipment or perform routine maintenance work.
- Parents of children who are visiting staff in connection with their children. Most will be on site at the express invitation of an employee.
- Volunteers who are in school in order to observe lessons or generally see how a school functions, with a view to pursuing a future career in education. Such visitors are deemed to be the responsibility of a designated member of staff throughout the duration of their time on the premises. As students they also receive a student induction pack which is discussed with them before they take up their placement.
- Those visitors who have been invited into school by an employee to enhance the curriculum.

Any of the above who have unsupervised access to students will have had their suitability to work checked with the Criminal Records Bureau.

Any visitors to the school, who are not included in the above list, will be officially classified as employees, whether they be directly employed by the school or another body. All employees are required to conform to the school's safe-guarding procedures as outlined by the school's Safeguarding Policy, Safer Recruitment Policy.

Signed on behalf of the Governing Body.....

Date .....