

# VISITORS POLICY



Visitors are offered a warm welcome at Hazelmere Junior School. We believe that the environment for our pupils is enhanced by a wide variety of experiences and by new people coming in to work with them.

Hazelmere Junior School is committed to safeguarding and promoting the welfare and safety of children and young people and we follow robust safeguarding systems. This policy has been put in place to ensure that visitors are carefully checked and monitored during their time with us.

Our policy can be summarised as:

- Enforcement of current Safeguarding Procedures.
- Prevention of unauthorised persons from entering the school.
- Ensuring that the purpose of each visit is understood and preparation made before the prospective visitor enters the school, wherever possible.
- Monitoring visitors carefully during their time here.
- Being able to account for, and locate, visitors at all times.

## Your Visit

- All visitors must report to the school reception first and must not enter the school via any other entrance.
- Visitors will be asked to sign in on our entry system and will be provided with a visitor's badge on a lanyard, which should be worn at all times. At the end of your visit, please ensure that you sign out at the school reception and return your badge.
- Visitors should be escorted whilst on the premises by a member of staff.
- Visitors should provide some form of ID, if requested, upon signing in.
- Parking - please note that our Car Park is 'locked down' during the following times:  
8:40 – 9:10 a.m. and 2:45 – 3:15 p.m.

Entrance to, or exit from, the Car Park during these times is not be permitted, other than for emergency vehicles.

## Safeguarding

All visitors should note that Hazelmere Junior School follows the Safeguarding Guidance for Essex, including:

- Essex Safeguarding Children Board (ESCB) – SET Procedures  
<http://www.escb.co.uk>
- Keeping Children Safe in Education  
<http://www.gov.uk/government/publications/keeping-children-safe-in-education>
- Working Together to Safeguard Children  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- Hazelmere Junior School Child Protection Policy – [click here](#)

## Privacy

Hazelmere Junior School is committed to complying with privacy legislation. We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Lauri Almond, at [DPO@essex.gov.uk](mailto:DPO@essex.gov.uk) or by calling 03330 322970. Please [click here](#) for our Privacy Notice.

## Health & Safety

You are responsible for your own health and safety whilst on the school site. Please observe the following:

### Fire Safety

- In the event of a fire alarm sounding, follow the appropriate signs, exiting the building by the nearest fire exit and assemble on the school playground, making yourself known to a Fire Marshall (wearing an orange hi vis vest).
- Please note that fire alarm testing is carried out on the school premises at 2:00 p.m. each Friday during school term time.

### Emergency Lockdown

- In the event of the school bell ringing 10 times please return to/stay in the nearest classroom or office.
- Please follow instructions from staff members who will secure doors, close windows and lower blinds.
- Please ensure that your mobile phone is switched to silent and will not vibrate.

NB Paper copies of supporting documents hyperlinked within this policy are available to view in the School Office.