

# Shadsworth Infant School



## Visitors Policy

Created: September 2023

Review: September 2025

# Shadsworth Infant School

## Visitors Policy

### Overview

The safety of our children is paramount and so this policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

### Objectives

- To prevent unauthorised persons from entering school.
- To make visitors welcome.
- To ensure that visitors are monitored and checked.
- To monitor visitors carefully during their time in school.
- To be able to account for and locate visitors at all times.

### Strategies

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
2. All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
3. Visitors will sign in using the electronic signing in system.
4. Visitors who do not have a Blackburn with Darwen identification badge will be given a visitor identification sticker.
5. Badges must be worn at all times the visitor is present in school.
6. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
7. Visitors will be accompanied or supervised during the whole of their time in school.
8. The site manager will be responsible for workmen/women and trades people during their time in school. They must show proof of identity to the site supervisor if they are not already known to him. He will alert senior staff of their presence.

9. The Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted or other official bodies arrive at school unexpectedly.
10. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
11. If any visitor behaves in an unacceptable or threatening manner they should be required to leave the premises immediately or removed from any possibility of them harming children or staff, if appropriate the police should be called.

### **Outcomes**

This policy will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.