

## Anderton Primary School

# Visitors' Policy

At Anderton Primary School we require all school visitors to report to the main office upon entering the school premises. All visitors to school shall be welcomed in a cordial confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the head teacher, or a member of the management team will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

Visitors should adhere to the following procedures:

- Have their identity verified by a member of staff
- Enter personal details in the visitors' book, including name, company details, to whom visiting, car reg. number, time of arrival and (on leaving) time of departure.
- Wear a visitors' badge
- Wait to be escorted by a member of staff who will inform them of any relevant health and safety procedures including what to do in the event of evacuation
- Ensure their mobile phone is switched off and out of sight of children. Contractors may need to leave a mobile phone switched on but if they need to make a business call must do so out of sight of the children.
- Follow COVID-19 guidelines in accordance with the school risk assessment.

Parents and Carers should adhere to the following procedures:

- To access the school office, please always use the main front entrance. (There have been occasions when parents/carers access the building via the children's entrances at both ends of the day, which makes it very difficult for us to monitor).
- If you need to speak to a teacher at either end of the day please observe the following: to speak to a teacher in the morning you will be able to see the teacher if the message is of a personal nature. All other messages should be passed to the person on door duty and then passed to the relevant teacher. At the end of the day parents who have been asked to come into school to speak to the teacher may enter school through any of the three external doors.
- If you arrive late, or after a medical or other appointment, please bring your child to the main front door where a member of staff will escort your child to class.
- All visitors during the school day must complete the visitors' book and wear an appropriate visitors' badge until they sign out and depart.
- When collecting from after-school clubs, children will leave the building in line with normal end-of-day procedures.
- Please ensure that you inform the school if anyone different is picking up your child from school.

In the event of a fire alarm being sounded, the administrator will ensure that the visitors' book is collected along with the registers and any visitor is checked to ensure he/she has vacated the building, to the designated area.

This policy has been adopted to ensure the safety and security of all stakeholders is paramount.

The following page contains information relating to visitors and equality:

## **Anderton Primary School**

# **Equality Guidelines for Visitors**

At Anderton Primary school, equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination.

We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth.

These include:

- Pupils
- Staff
- Parents/carers
- The governing body
- Multi-agency staff linked to the school
- Visitors to school
- Students on placement

We expect visitors to have due regard to equality in every aspect when they are delivering training or running a children's club in school.

Our own aims and beliefs reflect the need for tolerance and equality of opportunity in all areas of society.

Reviewed: April 2021