



# St. John the Baptist R.C. Primary School

Milton Lane, Dartmouth

Devon TQ6 9HW

Telephone: 01803 832495

[www.st-johns-dartmouth.devon.sch.uk](http://www.st-johns-dartmouth.devon.sch.uk)

## Visitors Procedures

**The principles set out in these procedures should always be followed.**

**\*Our school is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the setting.\***

### **This policy aims to ensure;**

- Our duty to safeguard children is maintained
- We recognise the value of visitors to school to enhance the curriculum opportunity and to support children's learning.

### **Responsibilities and expectations**

1. Parents/carers are asked to talk to their children about the importance of remaining safe and not leaving the setting's premises during the day.
2. These messages will be reinforced by both the setting and its staff at every opportunity.
3. Safety and security procedures will be regularly reviewed by the head teacher in consultation with staff and parents/carers.
4. Staff and any other authorised persons who are regular visitors to the setting e.g. volunteers will be issued with either an identity badge

### **Supervision**

1. Children will not be left unsupervised at any time during the school day.



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2. The Administrator will ensure that no one enters the premises without the knowledge of a member of staff. Individual members of staff will be given the responsibility for escorting a visitor off site.

## Visitors

1. The school has a Visitors Book which is kept close to the main entrance in which visitors must sign on arrival, alongside giving the following information:
  - Their name.
  - The date and time of their arrival.
  - The reason for their visit.
2. Visitors to the setting will not be left unsupervised with children at any time unless this has been approved by the head teacher.
3. Visitors may be asked to produce identification to prove who they are. If there is any uncertainty as to the visitor's identity and purpose, the organisation that the visitor represents will be contacted for clarification.
4. Visitors will be made aware of the need for confidentiality, health and Safety procedures who to go to if they have a safeguarding concern, mobile phone use etc. Visitors new to the school will be handed a Visitors leaflet with all this information on.
5. Staff have a duty to approach any visitor on or near the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the setting's premises. If the visitor has no suitable reason to be on the setting's premises, then they will be asked to leave immediately and escorted from the premises and the head teacher will be informed. Staff must report any suspicious persons on or near the school site to the head teacher.
6. Updated September 21