



CHRISTIAN MALFORD, SEAGRY AND SOMERFORDS' WALTER POWELL PRIMARY SCHOOLS

Procedure for checking the identity of visitors

Approved by: Joint Local Board

Adopted: 22nd January 2018

Due for review: January 2020

Christian Malford, Seagry and Somerfords' Walter Powell Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures. All visitors are valued for whatever reason, but the children are our priority and must come first.

This document provides a good practice framework to comply with the principles set down in the Early Years Foundation Stage Framework and Keeping Children Safe in Education and our Safeguarding procedures.

In our schools and pre-schools we operate the following procedures for checking the identity of visitors:

Procedures

- Ask for some form of identification – preferably with a photograph
- All Schools / Pre-schools will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.
- All visitors will be welcomed and their enquires dealt with as soon as possible.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- Visitors are required to wear a visitor identity badge.
- Children and parents are welcome to visit us prior to joining the school / setting.
- No visitor will be left alone with children or accompany children to the toilet.
- Visitors will not be permitted to use a mobile phone whilst in the classroom / setting without permission.
- If the visitor is spending time in a classroom or the setting with children about then there is a designated place provided for their bags, briefcases etc.
- Whenever possible visitors should make an appointment to visit the school / setting.

If a visitor calls unannounced:

- Enquire about who they wish to see and request the purpose of their visit.
- Explain that the school / setting is busy and they may have to wait until a staff member is free to deal with them.
- Give the option of waiting in the foyer or making an appointment
- Ensure that the visitors' book has been completed, including departure time.
- The staff have the right to refuse entry to an individual, and must do so if they are uncertain as to the purpose of their visit.

Monitoring and review

The Curriculum and Standards Committee will monitor and review this policy every two years. This policy was approved by the Joint Local Board on 22 January 2018 and will be reviewed in January 2020.

Signed:

Chair of Joint Local Board