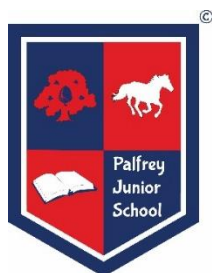


## Visitors to School Agreement 2020-21



### OVERVIEW

The safety of our children is paramount. 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 and that all visitors follow a code of conduct

### Visitors must:

In line with current Covid 19 Guidelines, we are asking all visitors to wear a facemask or visor when moving around communal areas of school and ask that you only go into pre- approved areas and rooms.

- Sign in at the reception desk
- Wear a visitors badge at all times
- Care for your own health and safety and that of others
- Be committed to safeguarding and promoting the welfare of children
- Report any safeguarding concerns to the Designated Safeguard Leads- Cheryl Collis & Emily Kinsey (Heads of School)
- Leave the building by the nearest fire exit if the fire alarm sounds
- Sign out at the office on leaving and hand in the visitor badge
- Speak English if working with or presenting to pupils e.g. assemblies, small group work etc...

### Visitors must not:

- Use mobile phones or other devices in any area of the premise, unless permission has been given by the Heads of School
- Enter teaching areas unless escorted by a member of staff or by prior arrangement
- Swear or use offensive or threatening language
- Be aggressive
- Smoke anywhere on the premises

### Designated Safeguard Leads

### Deputy Safeguarding Officer



C.Collis



E.Kinsey



H.Thomson

Name: \_\_\_\_\_ Signature : \_\_\_\_\_

Date: \_\_\_\_\_