



Edale Rise Primary and Nursery School

Visitor Policy

This policy is for the safety of pupils and staff.

We welcome all parents and visitors to the school. Visitors are required to report to the Reception desk by the main entrance and sign in.

- All visitors must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the Reception desk for registration. Children should be aware of these arrangements and be prepared to tell a member of staff if there is a visitor without a visitor's badge.
- Visitors working with children and who are not known to staff will be required to provide photo ID
- The school reserves the right to refuse entry or terminate a visit at any time.

Visitors can be classified according to their degree of access to children:

People working with children - supply teachers, sports coaches, LA employees, school nurses, volunteers.

All such visitors will have enhanced CRB clearance or a Risk Assessment undertaken by a member of staff and signed by the Head Teacher .

People working on site - builders, gardeners and people working on computers or other equipment (see also Risk Assessment: Contractors on School Premises)

Unless the visit is expected or the visitor is known to the person admitting them, ID should be provided

Escorted visitors - prospective parents, job candidates, other people who are visiting the school or attending meetings with a member of staff and anybody not in the above categories

These visitors do not need to provide ID but should be escorted at all times.

Reviewed by Governing Body (signed and dated):

Date of next review: Summer 2019

For details on how parents entering school at the start and end of school are managed, please see the Security Policy and the Risk Assessment on 'Adults in School'

Aggressive Behaviour - Violent and aggressive behaviour will not be tolerated. Staff encountering such behaviour should inform a member of the Leadership Team and Office staff, who may choose to call the Police

There are panic buttons in the Foundation Stage unit and the Head Teacher's office. These are linked to the main office.

All incidents involving aggressive behaviour must be recorded and, if appropriate, sent to the LA.

: