ST VINCENT'S SCHOOL

A Specialist School for Sensory Impairment and Other Needs

Policy Document Title:	Visitors Policy
To be read in conjunction with:	Child Protection Policy Visitors Code of Conduct Health and Safety Policy Working Together under the Children's Act (1989) Keeping Children safe in Education 2019
Reviewed:	09/19
To be reviewed:	09/20

**This policy is available on the school intranet and website www.stvin.com*

St Vincent's school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

- All visits to the school must be pre-arranged, agreed via submission of visitor request procedure form and entered in the office diary.
- By logging in and out visitors are agreeing to follow the advice within the leaflet provided at point of entry.
- All visitors must wear the visitor's badge provided at reception.
- An adult without a badge will be challenged and accompanied to the school's reception to confirm they have signed in.
- Visitors must be accompanied at all times by a member of the school staff.
- Fire Action – on hearing the fire bell leave area, close doors and leave at nearest exit, report to fire point at rear of school.