

Bicton C. E. Primary School and Nursery

Learning for a Lifetime



VISITORS' POLICY

On behalf of all staff, children and governors of Bicton C.E. Primary School and Nursery:

- We welcome visitors to our School and Nursery. The contribution to the life and work of all in our school is valued and appreciated.
- On arrival, all visitors will be asked to state the purpose of their visit and confirm their status and identify.
- If there is any doubt as to the authenticity of this information, they will not be allowed beyond the reception area, and the Head teacher or a member of the leadership team will be informed. School leaders may then contact the appropriate authorities if deemed necessary.
- Following verification, the visitor(s) must enter their details in the Visitors' book.
- They will then be given a visitor's badge and directed to the person(s) or part of the school building that they are due to visit.
- In the event of a fire alarm being sounded, the school administrator(s) will ensure that the Visitors' book is taken together with the registers onto the infant playground (or other relevant assembly point) where the Visitors' book will be checked to ensure everyone has vacated the building.
- If visitors have any concerns or worries concerning the health, safety or welfare of any of the pupils at Bicton C.E. Primary School and Nursery, they should contact the Designated Safeguarding Lead - Mrs Natalie Johnson (Head teacher) - or one of the Deputy Designated Safeguarding Leads - Miss Moran (Deputy Head / SENDCo) or Mrs Bowes (EYFS Leader.)

Reviewed and updated: September 2022

Next review due: September 2024

Signed:

Head teacher

Signed:

Chair of Governing Body