



Briary Primary School

Visitors Policy

Date Reviewed: January 2016

Date Adopted: January 2016

Date of Review: Annually

Briary Primary School



Visitors Policy

At Briary School we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children and adults who work in the school. For this reason, the School's five rules apply to all those working in the school, and all those visiting: these rules are reproduced below. For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school. By this definition parents accompanying children to and from school, or helping with classroom activities, are visitors. Those who help regularly in school are asked to undergo a police check.

Briary's five rules:

We will respect each other

We will move quietly and safely around the school

We will look after our school

We will be quick to praise and help each other

We will sort out our problems peacefully

The safety and well-being of our children is paramount to us and we would therefore appreciate if all visitors could make themselves aware of the procedures outlined below. If you have any questions, please ask a member of staff who will be happy to assist you.

As a visitor to the school please ensure that you adhere to the following procedures:

- Please ensure that you sign the visitors book located within the reception/waiting area and sign out when you leave the building.
- Please wear the supplied visitor badge at all times within the school and ensure that it is visible for others to see.
- Please refrain from using a mobile phone whilst on school premises.

As a visitor you have a duty of care for both yourself and others' health and safety.

- All visitors intending upon working within the school site must report to the main reception and arrange for their DBS and other relevant checks to be carried out prior to commencing work. Until this is completed all visitors must be accompanied by a member of staff at all times.

- Should there be a requirement for First Aid assistance, please report to the School Office, located near the main reception, or ask a member of staff to locate a First Aider.
- All contractors must read and sign the Asbestos register; located within the main reception/waiting area.
- Visitors/contractors are not permitted to enter any classrooms with children present unless the appropriate checks and permissions have been carried out and granted, unless escorted by a member of staff.

In order to provide a safe environment for all children, staff, visitors and contractors in Briary Primary School:

- All visitors/contractors must visibly wear a visitors badge at all times.
- All visitors/contractors must report to main reception upon arrival and be met and accompanied by a member of staff whilst on site.
- Should the Fire Alarm sound continuously please leave the building via the most direct, safe and convenient fire exit. Make your way to the designated fire assembly point, located in the playground fenced in quiet area and report to the fire officer for registration check.
- Should you discover a fire – sound the alarm and vacate the building, as above. DO NOT attempt to tackle the fire.

The Headteacher, in his absence the Deputy, has the right to seek the removal and to prohibit from the school site of any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

Please note that the school operates the following policies on the premises.



NO SMOKING



NO DOGS
(except guides dogs)