



# Deanwood Primary School

## Visitors Policy

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**Policy Scope:** Deanwood Primary School

**Responsibility:** Local Governing Body

**Review Frequency:** 2 years

**Review Date:** March 2026

The Governing Body of Deanwood Primary School adopted this policy in March 2022.

Signed by D Giles, Chair of Governors:

A handwritten signature in black ink, appearing to read "D Giles", with a horizontal line underneath.

# Visitors Policy

## Site Instructions for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst you are on site. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

All staff and volunteers who require supervision when working with or supervising children will be monitored as set out in Statutory Guidance for School and Colleges “Keeping Children Safe in Education” September 2016 by staff who are appropriately briefed about supervision responsibilities.

### Security

All visitors and contractors coming in to the academy must report to Reception.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into the academy as outlined within guidance. Visitors will be expected to sign in and out via the office visitors’ log and to display a visitor’s badge whilst on the academy site. Any individual who is not known or identifiable should be challenged for clarification and reassurance. Dependent on circumstances, if you are working with pupils, you may also be asked to produce your DBS certificate and/or other forms of identification.

### Fire, Emergency & Evacuation

- The alarm is a continuous intermittent siren. You must leave the building by the nearest exit.
- The assembly point is based on the Key Stage 2 Playground
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

### First Aid

If you need first aid or feel unwell, please go to the main school reception.

### Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. If applicable, the academy’s asbestos register must be checked and hot-work permits must be completed before any work commences.

## Visitors Policy

As a visitor to our academy, it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

### Smoking

We operate a no smoking policy which includes vaping. Please do not smoke/vape anywhere on the academy site.

### Safeguarding guidance for visitors to the academy

Adults visiting or working on the academy site play an important part in the life of the academy. You can play a part in keeping pupils safe whilst working at, or visiting by observing the following guidelines:

- Do not initiate verbal or physical contact with pupils unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to pupils, such as your mobile number or address. Do not provide pupils with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give pupils details of your personal social network accounts or engage in any communication with pupils using social networking sites.
- If you have any concerns that a pupil may be at risk of harm, report it immediately to the senior designated person for child protection Mrs J Wright who can be contacted via the main academy office. Do not discuss your concerns with the pupil, and do not carry out an investigation.
- If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection Mrs J Wright of your concerns immediately.

For further guidance, the Trust's Child Protection Policy can be found on the academy website under the 'policies' tab.

**Thank you for helping to keep Deanwood Primary School safe.**