



Evelyn Street Primary School

Evelyn Street
Warrington
Cheshire
WA5 1BD

Telephone: 01925 495567
Fax: 01925 495564
E-mail :
evelyn.office@wpat.warrington.sch.uk



Executive Principal:
Mrs L. Smith BA.Hons PGCE

Policy Title	Visitors to school Policy 15
School/WBC (Adopted date)	School 2015
This policy complies with Warrington LA guidance	Yes
Linked Policies:	Induction policies
Written By	School
Staff Approval Date	September 15
FGB Ratification Date	October 15
Signed by Chair of Governors	Mr Nigel Spencer
Review Date	September 18

VISITORS TO SCHOOL POLICY 2015

The safety of our children is paramount . This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

OBJECTIVES

1. To prevent unauthorised persons from entering school
2. To make visitors welcome
3. To ensure that visitors are monitored and checked
4. To monitor visitors carefully during their time in the school
5. To be able to account for and locate visitors at all time
6. To manage any extremist behaviours exhibited and address appropriately

STRATEGIES

External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.

Visitors must sign in on the visitor list and sign out when they leave.

Each visitor will be given an identification badge that must be worn at all times and visible.

Visitor identification badges must be collected by all office staff before the visitor leaves

Visitors will be asked to wait in the reception area until the person that they have come to see arrives and takes charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.

The site manager will be responsible for all trades persons while they are at the school. They must show proof of identity to him. He will then alert school staff of their presence.

The Executive Principal of school must be alerted immediately if police, fire service, local authority, Ofsted or other officials attend school unexpectedly.

All staff must challenge a person who is not wearing their badge and or who is unknown to them.

If any visitor's is behaving in an unacceptable, threatening or dangerous manner they will be required to leave the school immediately. In this situation they should be removed immediately if there is a possibility of harming children or staff. If necessary the police should be summoned to remove them.

Visitors who are exhibiting extremist behaviour or views will be asked to stop and or will be required to leave the school premises immediately.

All visitors involved in an educational event in which they are required to teach or extend pupils learning through enrichment activities will have a pre briefing discussion with school staff. Staff will view the content of information to be shared and the school position on extremist views will be made clear.