



Every Child, Every Chance, Every Day; Working Together.

## **Visitors Policy and Code of Conduct**

- ⊗ All visitors to the school will be asked to bring identification with them at the time of their visit.
- ⊗ Once on site, all visitors must report to the school office first. No visitor is permitted to enter the school via any other entrance, under any circumstances.
- ⊗ At the school office, visitors must state the purpose of their visit and who they are here to see. All visitors should be ready to provide identification upon request.
- ⊗ All visitors must sign in at the school office making note of who they are visiting, their organisation and car registration where appropriate. This will be on our inventory electronic system.
- ⊗ All visitors will be asked to wear a visitor sticker (printed from the inventory system), which must be displayed clearly at all times. Along with a visitor lanyard – the colour will denote whether the visitor has an enhanced DBS check, or not (green = DBS, red = no DBS).
- ⊗ Visitors will then be escorted to their point of contact or will be collected from the school office. The school contact will be responsible for them whilst they are on site. Visitors must not move around school unaccompanied unless they are on the approved visitors list held in the office. Please note, to be on this list visitors must have a current DBS check and a children's barred check on the school's single central record.
- ⊗ In addition as a visitor please:
  - Do not enter into lengthy conversations with our pupils, unless of course this is part of your role.
  - Do not use your mobile phone or camera whilst in the building. If you need to make a phone call please ask for a suitable, quiet space, e.g. the staffroom
  - If within your time at Crabtree Farm a child discloses anything or you notice anything you feel is of concern, you must immediately inform one of the designated safeguarding team (Lorna Haskey: Headteacher, Vicky Smith: Safeguarding Co-ordinator, Jodie Round: Deputy Headteacher, Sam Andrews: SENCO or Craig Nicholson: Attendance Officer).