

## Procedures for All visitors

The school prides itself on being a safe and friendly place for pupils, staff and visitors to come and learn. Therefore, we place a strong emphasis on site security and procedures.

If you are visiting our school, whilst on our premises, you must observe the following.

**All staff and visitors must enter through the main entrance near the school office.**

- All visitors, including volunteers, must report to the school office on entering the school to sign in and be given a visitors badge. All visitors' must sign out at the end of their visit.
- All visitors to the school are required to produce PHOTO ID at the reception desk, and to wear a visitor's badge.
  - Please do not open doors leading onto secure school premises.
- If your visit involves working independently with the children you will be asked to produce a current enhanced DBS certificate along with your photo ID.
- Your safety and wellbeing during the visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.
- If the fire alarm should sound please leave the building by the nearest exit and proceed to the nearest assembly point on the front playground. DO NOT RE-ENTER THE BUILDING until you are told it is safe to do so.
- Grewelthorpe C E Primary operates a NO SMOKING POLICY which we ask you to respect.
  - Staff have the right and are encouraged, to question anyone on the school premises who they do not recognise.
- Please could you leave all mobile/other devices in the office, a locker can be provided on request.
- Mrs Acheson is the named lead for all safeguarding and child protection concerns please speak to her or in her absence Mrs Hickingbotham if you have any concerns during your visit. Mrs A Collins is the nominated governor for safeguarding.

**Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.**