



# Visitors Policy

<b>Policy title:</b>	<b>Visitors Policy</b>
<b>Approved by:</b>	<b>FGB</b>
<b>Date approved:</b>	<b>July 2023</b>
<b>Date of next review:</b>	<b>July 2026</b>

## Policy review

Date of review	When / who carried out the review	Details of changes	Next steps

# Policy review

Ashworth Nursery School welcomes visitors including potential pupils and their families, colleagues from other settings, professionals from partner agencies and members of the community. However, in order to safeguard our children and to make visits as positive an experience as possible we have identified procedures for staff and visitors to follow and have clarified the expectations of both parties.

## **Procedures**

### **Visitors Procedure**

- All visits will be arranged via/approved by the Headteacher
- All visitors sign in using the entry system on arrival and sign out on leaving
- All visitors will be asked to wear a printed sticker throughout the duration of their visit
- All visitors will be accompanied in school by a member of staff
- Staff are advised of planned visits through the whiteboard diary in the staffroom.
- Visitors not displaying identification or a badge will be challenged by ALL STAFF
- Formal discussions take place before arranging visits in order to ensure that both the school and the visitor/s are in agreement about their expectations and outcomes of the visit
- If these discussions cannot take place in person – telephone or email contact will be made
- Site meetings will be arranged via Office Manager/Headteacher prior to any works being carried out on the premises.
- DBS will be required from all students from local colleges and universities, these will be added to the single central record before placements commence
- New staff members, visitors and students should be introduced to the Head teacher, where appropriate
- Contractors ( see DBS policy)

### **Our Expectations**

- Visitors will observe the centre's No Smoking Policy.
- Visitors will not use their mobile telephones without prior agreement.
- Photography and filming will only take place by prior agreement.
- Visitors will refrain from using aggressive or abusive behaviour towards staff.

- Visitors will display their badges prominently.
- Visitors will familiarise themselves with the fire evacuation procedures for the area of the building they are visiting.

**Visitor Expectations**

- Courteous, helpful attitude from school staff
- Escort/directions to the person/area to be visited
- Any needs relating to room allocation, materials, facilities to be addressed appropriately
- Assistance in evacuating the building in the event of an emergency

A copy of these expectations is displayed in the main entrance.