



## Visitors Policy



1	Summary	Visitors Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	17.11.22			
8	Version number	3			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	17.11.22			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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### 1. Introduction

- 1.1. We maintain the highest possible security and visitor checks on our site to ensure that all children are safe and secure in our environment.

### 2. Aim of the policy

- 2.1. The policy ensures all visitors are safe to come onto the school/nursery site so all children are safe.

### 3. Implementation of the policy

- 3.1. All visitors on the site will need to sign in at the school office.
- 3.2. Office staff will complete a visitor's check list asking for photo ID. The visitor will be asked to read and sign the school procedures for child protection and fire evacuation
- 3.3. The visitor will need to sign in and out in the main office
- 3.4. Any visitor that cannot provide adequate ID or DBS can be denied access
- 3.5. The visitor will be given a visitors badge that must be worn at all times when on site, the colour of the lanyard will show if the visitor has DBS clearance. Green for DBS documentation shown and red for non DBS documentation shown.
- 3.6. The office staff will contact the pre-nursery to let them know that a visitor has signed in and is on their way
- 3.7. The visitor will be asked to buzz at the pre-nursery gate and show ID and school visitors badge before the manager/staff let them in
- 3.8. When the visitor enters the pre-nursery they will be asked to sign in the visitor's book
- 3.9. No visitor will be left unsupervised with a child or children unless they have the correct colour lanyard and need to work with a child.
- 3.10. All visitors will need to report back to the office to sign out before they leave the premises.

#### Adult volunteers/work experience

- 3.11. Thorpepark have a clear policy stating the procedures for adult volunteers/ work experience children and students. A risk assessment will be written for each volunteer and the pre-nursery manager will sign to agree that this adult will not be left unsupervised with any child.

#### Visiting/Parents

- 3.12. Visiting parents/carers will be required to sign at the nursery on the sheet provided. The nursery reserves the right to deny access to any parent/carer.

