

VISITOR PROTOCOLS

DORRINGTON ACADEMY



Approved by:		Date: September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2025	

Visitors in School Protocol

As a responsible employer, the board of trustees recognises its duty to ensure all staff and children on the school site are as safe as possible.

As a busy school we have many visitors to school in a variety of capacities and the practices and procedures detailed below ensure that all visitors to school are appropriately checked for their own safety and for the safety of the school community.

All visitors must report to the school office.

All visitors must sign in. They will then be issued with a badge that identifies them as a visitor and this will have the date on to confirm they have signed in.

All new visitors will be asked to prove their identify with photographic evidence. This could be a driving license or a work card. This is in line with the guidance from the Department of education with regard to **safeguarding of children**.

All visitors are expected to act in accordance with the code of conduct and any other relevant policies.

All staff are expected to question unidentified visitors who are in school unaccompanied or without a badge.

All new visitors who will be having direct contact, or work-related personnel who will be working for a sustained period of time in school will be asked for their DBS clearance number. This information will be logged in the school's central register, which is checked by Ofsted when they visit and by the Local Authority.

Supply Staff have a duty to:

- Enquire about any SEN or children with any special requirements and act accordingly
- Find out about the daily routines from a member of staff (preferably the year group colleague)

Visitors will be made aware of their roles and responsibilities to keep themselves and children safe.

Under no circumstances must a visitor or helper find themselves in an enclosed place with a child out of public view.

Visitors should sign out when leaving the premises. Evacuation procedures should be communicated to all visitors.

The academy reserves the right to request a visitor leaves the school site with immediate effect.