

Visitors to the School Policy

Purpose

- To ensure clear communication and provide guidance for entry to School.

Responsibility

- The Head Teacher shall ensure that this procedure is adhered to.

Procedure

- No restrictions to parents/guardians of children attending the school.
- Parents/guardians who do not have children attending the school should be encouraged to visit out of school hours to cause minimum disruption.

External Agency Officials

- All officials must make an appointment with the committee if they wish to carry out official functions or view the school.
- All officials must present identity cards.
- The school staff shall check the authenticity of identity cards by making telephone calls/enquiries as necessary.
- Officials coming without an appointment shall be made to wait in the office and be explained that they need to make an appointment prior to viewing the school.

Emergency Situation

- During an emergency situation, the staff shall use their discretion and allow entry into the school as required

Speakers or workshop leaders

- Guest speakers must provide a clear description of workshop or planned tasks detailing what is to be covered.
- Provide CRB
- Show valid photo ID
- Be a part of a reputable institute
- Sign and understand visitors declaration form
- Sign visitors book
- The school staff shall check the authenticity of identity cards by making telephone calls/enquiries as necessary.

Documentation

- Visitors Book
- Visitors Declaration form

Monitoring & Review

It is the responsibility of the Head Teacher to ensure the implementation of this policy and to review it every two years.