

Lancaster Lane CP School



Visitors to School Policy

Lancaster Lane CP School is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:

- Visitors to school sign in and wear identification lanyard (or visitor sticker) to indicate they have done so
- ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification
- Visitors sign out and remove / hand in their identification when they leave the school
- Visitors are aware of who to speak to if they are worried about a child during their visit (see information in the signing in book and displayed around school)
- Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL or headteacher
- Visitors will behave in a way that is compliant with the school's Code of Conduct
- Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the headteacher or DSL.
- Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit
- When there are several visitors to the school at the same time (such as for an assembly etc) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate. Parents will not sign in on these occasions
- When visitors are undertaking activities with children, content of the activity will be agreed with the headteacher or DSL, prior to the visit