



VISITOR INFORMATION

We are committed to the safety and well being of all pupils, staff and visitors at our school therefore all visitors must agree to the following before being granted access to the whole school site.

GENERAL	<ul style="list-style-type: none"> • Enter and exit the site from the main entrance, observe signing in and out procedures. • Do not move around School site unescorted. Please stay within the areas that are necessary for your visit. • Please do not interact with pupils unless instructed by a member of staff to do so. • You will be issued with a visitors pass. This pass must be worn at all times so that it is visible. Please return this to the school office as you sign out and leave the School site. • Please note that inappropriate behaviour or language on site will not be tolerated, in relation to pupils, staff and visitors. • Accessible adult toilets are located next to the staffroom, please do not use any other toilets during your visit.
FIRE	<ul style="list-style-type: none"> • The fire alarm is tested on Thursday at 5.45pm, if you hear the alarm at any other time please leave by the nearest exit. • Report to the fire assembly point, on the school yard, so that you can be accounted for. • If you are working with children/pupils lead them to safety, inform a member of the School staff so that registers may be taken.
MOBILE PHONES, CAMERAS ETC.	<p>Whilst on site please:</p> <ul style="list-style-type: none"> • Use only in connection with your business and when you are approved to do so. • Do not take/use images of pupils/students unless approved to do so. • Do not leave equipment unattended. • Ensure that your mobile phones ,Bluetooth, capacity is disabled.
INTERACTION WITH PUPILS	<p>Where your role requires that you interact with pupils or you are attending School on a Local Authority/Partnership/Agency work, you must:</p> <ul style="list-style-type: none"> • Present your photo ID (and any other documentation previously agreed between school and the Local Authority or your Partnership/Agency) when required by our Office Staff. • Wear your photo ID and Visitors Pass/Badge at all times when on the School site. • Interact with pupils as required within your professional capacity and report any instances/concerns/observations you may have, immediately to a senior member of staff (Office Staff will provide advice on how to make this contact if appropriate).

Anyone whose actions/behaviours etc. causes concern or who do not follow the above requirements will be reported to the Local Authority for further action.

Please sign below when you have read all of the above criteria.

Signed..... Print Name

Date Time