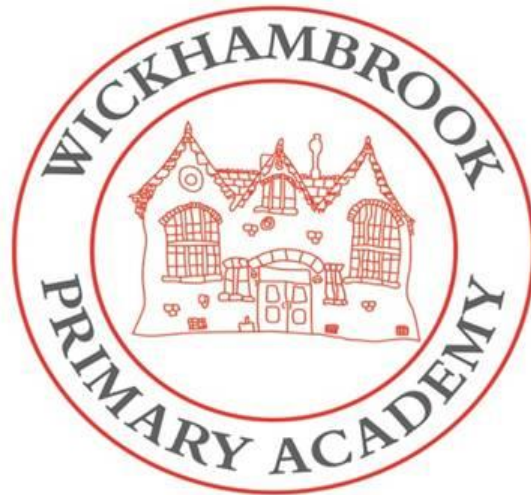


Wickhambrook Primary Academy



'Striving for excellence, creating a limitless future'

Visitors Policy (including deliveries)

Last reviewed: Autumn Term 2020

To be reviewed by: Autumn Term 2021

It is the intention of Wickhambrook Primary Academy that every visitor is treated with courtesy and respect, made to feel welcome whilst on the premises and protected from potential health and safety hazards. However, as a school our main view is to ensure every child is kept from harm and fully safeguarded. This policy is designed to value all visitors whilst simultaneously ensuring we are safeguarding all children.

COVID Measurements in place:

All visitors to school should use hand sanitizer on arrival.

All visitors into the school reception must wear a face covering. You will be advised by Reception where you need to wear a mask in the school building.

Deliveries into school - The school number on the gate, deliveries asked to ring or buzz and leave the delivery on the playground. No one is to enter the school.

Office Opening Hours – The school office will still be open but we will keep the number of people who have to enter the foyer to an absolute minimum. As many enquiries as possible should be made via telephone or email.

The Window into the school office will stay shut at all times.

Visitors will be required to sign in with their workplace, phone number and email.

Appointments with staff - All appointments with staff will need to be pre-arranged

All visitors are usually comprised of the following individuals.

1. Those who have business with the headteacher or other staff, whom have brief contact with students with others present throughout.
2. Professionals from public bodies who visit the school to discharge their duties and/or assist its staff and pupils. Local Authority Advisors, Welfare Officers and sports coaches fall within this category as do school nurses employed by the Health Authority, USP members.
3. Contractors who come onto site irregularly to carry out emergency repairs, service equipment or perform routine maintenance work. Larger works will be arranged to take place during the school holidays.
4. Parents of pupils who are visiting the school in connection with their children.
5. Those who are in school in order to observe lessons or generally see how a school functions, with a view to pursuing a career in education. Such visitors are deemed to be the responsibility of a designated member of staff throughout the duration of their time on the premises.

Any of the above whom have unsupervised access to children will have had a DBS either with the school or will have supplied a number and the original certificate.

All visitors will be required to adhere to the following procedures at all times:

1. Report to reception on arrival
2. Sign the Visitor's Book and read the safeguarding procedures
3. Present photo identification / DBS to office staff (If applicable)

4. Be issued with the relevant badge (if they do not have their own identification)
 - Pre-Booked Visitors to have printed badge (red lanyard)
 - Volunteers to have a printed badge (black lanyard)
 - Other Visitors to have visitors badge (blue lanyard)
 - Contractors etc to have Visitors Sticker (Red)
 - PTA to have a named badge (green lanyard)
5. Have the signing out procedures clearly explained by the office staff.
6. Have the fire safety evacuation procedures explained on arrival.
7. Be collected by, or escorted to the appropriate area by office staff.

Deliveries to school

All deliveries for the school are to report to the school office on arrival. The delivery driver will be escorted to the appropriate place by a member of staff and will not be left unattended.

Deliveries for the Kitchen are delivered directly to the kitchen door and looked after by the Vertas staff and will not be left unattended.

It is the responsibility of all employees to verbally and respectfully challenge any individual on the school premises not wearing an appropriate badge.