



# **Llangrove CE Academy**

## **Visitors Policy**

This policy is reviewed and updated annually

# Llangrove CE Academy

## Visitor Policy

### General Overview

All visitors must report to the reception, give their names, company and purpose of visit. They must be asked to sign in using the visitors, book ensuring that all details are completed including their car registration numbers.

It is imperative that Admin staff ensure that Contractors or new Volunteers have a DBS certificate and that it has been seen by the Office Manager.

### Lone Workers Policy

Single visitors and work persons should be made aware of and have made arrangements to comply with the 'Lone Workers' policy adopted by Llangrove CE Academy.

### Visitors

Occasional visitors should not be given the door lock fobs and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school. Workmen coming onto site should be asked about their requirements for access etc. - if constant access is needed, office staff should inform senior staff so that appropriate measures can be taken. The site manager will be informed so that he can take appropriate action.

School security and the welfare of pupils always take priority.

### Polite Note

Parents must always follow the signing in procedures. Parents and carers must not be allowed to enter the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and concentration of pupils and staff alike.

### Parents as Volunteers

Parents who are assisting in school as volunteers must follow the signing in process and then proceed to the class in which they will be working, which will have been organised by a member of staff by prior arrangement. Parents who are coming into school to volunteer must have a current DBS certificate.

### Professionals who visit the school

Professionals such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists and Social Workers etc should have their photographic ID clearly visible. They should still enter their details in the visitors' book and be compliant with our regulations.