



Visitors Policy

Date Policy Adopted: Jan 18

	Date of Next Review by
Headteacher/SLT	Jan 19
Governors	Health & Safety and Safeguarding Committee

Broseley C.E Primary School Policy on Visitors in School

It is the policy of the school to require all school visitors to sign in on the electronic InVentry system in the main office upon entering the school premises.

All visitors to school shall be welcomed in a cordial confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. The following information will be recorded; name, company details, to whom visiting, car reg. number, time of arrival, once this has been completed visitors need to have their photograph taken by the system which will be printed off in the main office.

If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the head teacher, or a member of the management team will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

Once all checks have been completed and the visitor has their visitors badge displayed the visitor is able to enter the main entrance of the school. On leaving the school the visitor will present the badge at the system and this will sign them out.

Any parent who is known to the administrator, who has arrived to collect his/her child will be asked to sign the child out and give reasons for collecting the child. This will be recorded in the class register, which is kept in the office.

In the event of a fire evacuation, the administrator will ensure that the office IPAD which holds all the information on the inVentry system of all staff and visitors on site is collected along with the registers and the fire box. All staff and visitors are checked to ensure he/she has vacated the building, at the assembly area, located on KS2 playground.

This policy has been adopted, to ensure the safety and security of the pupils and staff is paramount.

This policy has been adopted as part of the School's Accreditation as a 'Safer School'