

Procedure for Visitors

The school receptionist is responsible for ensuring that all visitors (e.g. Parent & Child attendees, Student Teachers on placements, visiting speakers, advisors, tradespeople) are accompanied by a member of staff within the school. All visitors need to sign in the visitor book stating the time of arrival and departure, and the purpose of their visit, and should be issued with a visitor tag. At no time should any visitor be left alone with pupils.