



Visitors Policy

Policy Date:	January 2024	Version: 1	
Policy Review Date:	January 2027	Headteacher: Nitash Odedra	<i>N. Odedra</i>
Ratified by Governing Body:			
Chair of Governors: Sue Welford		Insert Signature	<i>Sue Welford</i>

Statement of intent

At Rushey Mead Primary we welcome visitors to the school. Whatever the reason for the visit, we expect all visitors to contribute to our happy and caring environment by showing respect and consideration to all those in our school community and by adhering to all health and safety/safeguarding guidance and procedures.

Aims

- To contribute to safeguarding children
- To ensure that visitors understand their obligations to pupils and staff
- To ensure that visitors are made aware of their responsibility with regards to their own safety and welfare

Code of conduct for visitors

Please:

- Sign in when you arrive and out when you leave.
- Wear your badge at all times.
- Report any child protection concerns to the designated safeguarding lead (DSL), (Mr Nitash Odedra) or deputy designated safeguarding leads (Mrs Sarah Watts, Miss Natasha Jackson, Mr Rikesh Jariwala, Miss Louise Wright and Mrs Karen Sheerin).
- Make sure your actions never put any children at risk - take extra care to use safe practices in order to safeguard young children.
- If you have concerns about the behaviour of any adult in school this should be reported immediately to the Headteacher or in his absence the deputy Headteacher. If your concern is about a senior member of staff this should be reported to the Chair of Governors, Mrs Sue Welford, whose telephone number can be obtained from the school office staff. Alternatively contact the safeguarding unit on 0116 454 2440 visitors will be accompanied at all times, when required for safeguarding or health and safety reasons.
- Do not park across emergency access places.
- Check that all external doors and fire doors are securely closed at all times and that gates are closed behind you.
- Take care of your own belongings and equipment; we will not take responsibility for loss or damage.
- Familiarise yourself with emergency exits and evacuation plans in the area of school in which you are working or visiting.
- Do not discuss sensitive information with regards to children, staff or school information outside the school.
- Report any potential risks to a member of staff.
- Avoid walking through classrooms during learning times where possible.
- Note that smoking is not permitted on school premises

In line with our Equality Scheme, Anti Bullying Policy and Behaviour Policy, we will not tolerate attitudes or activities that are prejudicial, discriminatory or abusive in any way. All incidents will be investigated and acted upon swiftly.