



**James Bateman Middle
School**

Visitors Policy

Policy Adoption and Revision Details			
Policy Adoption:	September 2021	Effective date:	24/03/2022
Reviewed	23/03/2023	Review due	March 2025
Reviewed	03/03/ 2025	Review due	March 2028

Parents/Carers dropping off or collection of children procedures.

When dropping off or collecting a child/children, Parents/Carers are responsible for their child until 8:40am when the school gates officially open. Parents/carers must inform their child/ren that they are not allowed access the school's play equipment on the main school playground before or after school. (Before 8:50am and after 3:30pm).

If parents/carers are bringing children into school late, you are asked to use the intercom on the pedestrian gate, opposite the main school office. Parents are requested that children enter the gate alone, unless a message from the parent to school is required.

If parents/carers are collecting a child/ren early, you are requested to use the intercom on the main pedestrian gate. You will be asked for your child's name, staff will fetch your child and send them out to you.

Visitor Procedures

All visitors who are expected in school should be entered into the school diary and included on the electronic calendar.

Staff should also notify the administration staff of any visitors which they are expecting.

This information will be shared with relevant staff via the electronic calendar or in briefing.

It is very important that staff are made aware of visitors, especially when they have been invited to share the staffroom, where sensitive or confidential

matters may be under discussion. Confidential information displayed on the staff noticeboard must be covered when visitors are expected to enter the staff room.

All visitors should report to the office upon arrival, where they will be asked to sign in via Inentry system.

The member of staff signing the visitor in should check the visitors ID badge before allowing them into the main school. Mobile telephones are not allowed to be used by visitors whilst on school premises. The admin team may ask you to turn your mobile off whilst on the premises.

Parents regularly attend school events such as celebration assemblies, parent's forums etc. They must sign in and out on the visitor register, which will be located at the entrance point.

Contractors Visits Procedure

Contractor visits must be arranged in advance via the School Office. A hazard exchange form should be completed and the Asbestos Register read and signed.

If any member of staff discovers a visitor who does not have a printed visitor pass, it is their responsibility to:

1. Act promptly.
2. Ask politely if you can be of assistance.
3. Ask for ID and about the nature of their business on site.
4. Direct them to the office and ensure that they are accompanied by an adult.
5. Do not provoke them in any way.
6. Get a message to the office if you are at all concerned.
7. Ensure that visitors are not left alone.

Meetings held in school

If any meeting is to be held in school it should be conducted (wherever possible) in the school's 'Meeting Room'.

Policy Adoption and Revision Details				
Policy Adoption:	October 2021	Effective date:	??.10.21	Version 1
Review	March 2025		18/03/2025	Version 2 All references to Covid removed. Instructions around the late drop off and collection of children included.
Review	March 2028			
Review				