



Eureka Primary School: VISITORS' PROTOCOL



This document is intended to give informative and friendly advice to all those who enter and visit Eureka Primary School. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted and the safety of pupils and staff is guaranteed.

Safeguarding is paramount in our school.

All safeguarding issues will be dealt with according to DCC protocols and procedures and our 'Child Protection and Safeguarding Policy'.

Any concerns need to be immediately passed onto Miss Hurt or Mr Brazier / Mrs White.

IT IS THE DUTY OF ALL EMPLOYEES TO CHALLENGE ADULTS ON SITE.

General:

- ✓ All visitors must report to Reception.
- ✓ On arrival, visitors must sign in the Visitors' Book, giving their names, company, time and purpose of visit.
- ✓ All visitors must wear a badge. Staff should remind all visitors to wear a badge, including parent helpers.
- ✓ Visitors should not be issued with any keys or code numbers.

Parents / Carers:

- ✓ Parents / Carers who bring pupils into school after the start of the school day due to hospital or dental appointments etc need to complete the Pupil Sign In Book at Reception.
- ✓ Parents / Carers can arrange to see a teacher by calling in at Reception before 8.45am or after 3.15pm. Appointments can also be made through the Reading Diary, by telephone or the class email.
- ✓ For parents' evenings, appointments will be given and these will be submitted to the Headteacher and Reception.

Agency Workers / Contractors:

- ✓ Local Authority, County Property, Health and other agency visitors should all have identification from their relevant service and this should be clearly visible. The Visitors' Book must be completed and signed.
- ✓ Work people / Contractors coming onto site should provide ID and will be asked about their requirements for door access etc. If constant access is needed then an arrangement with the Headteacher or a Senior Leader will be arranged and agreed.

After School Hours:

Staff should be particularly vigilant after school hours. Signing in and visitor badge procedures must still be followed.

Lone Workers:

Single visitors and work persons should be made aware of, and have made arrangements to comply with, the 'Lone Workers' risk assessment by Eureka Primary School.

Violence at work:

The Local Authority and Eureka Primary School believes that violence against its staff, in any circumstance, is wholly unacceptable. In such cases, Local Authority guidance will be followed.