

# Visitors Policy

Hallaton CE Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.



## NOTICE TO VISITORS

### All visitors

Follow school procedures whilst on the premises  
Sign in at the designated area  
Show Identification  
Visitors will be met in the Reception Area and accompanied into the building by a member of staff  
Sign out when you leave the building

### Safeguarding children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible and ask to speak to a member of staff with responsibility for child protection.

### Health & Safety

Your safety and well-being during your visit is important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

### Classrooms

Do not enter classrooms unless accompanied by a member of staff or by prior arrangement.

### Emergency

Fire Evacuation Procedures are clearly displayed around the school. If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

### Accidents

Any illness, injury or accident must be reported to the school office.

### Smoking/ Vaping

It is against the law to smoke on the school premises.

### Property

The school accepts no responsibility for any loss or damage to visitors' property.

Adopted on 26<sup>th</sup> January 2022

By Mrs C Stevens