

# NORTH NEWTON COMMUNITY PRIMARY SCHOOL

## “TOGETHER WE ACHIEVE”



### Visitor's Policy - WELCOME TO OUR SCHOOL

North Newton Community Primary School 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 ALL VISITORS

- Please follow school procedures whilst on the premises.
- **COVID-19** – All visitors to sanitise hands upon entry to school.
- Sign in at the designated area
- **COVID-19** – No visitor to sign visitor book or enter school if they are displaying COVID-19 symptoms, **by signing visitor book you are confirming you are symptom-free.**
- Visitors will be escorted around the school to their appointment.
- **COVID-19** – Visitors not to cross between pupil bubbles or make physical contact with pupils.
- **COVID-19** – **Visitors to advise the school office immediately if they feel unwell while on site.**
- Sign out when you leave the building
- **COVID-19** – All Visitors to sanitise hands as they leave the school.

**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 office as quickly as possible and ask to speak to a member of staff with child protection responsibility.

**Health and Safety** – Your safety and wellbeing 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. Please report any concerns to the school office.

**Classrooms** – Do not enter classrooms unless escorted 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 (playground by gate entrance). Do not re-enter the building until you are told it is safe to do so.

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

**Smoking** – It is against the law to smoke on school premises.

**Property** – The school accepts no responsibility for any loss or damage to visitor's property whilst on site.

**Outside of Hours Visits** – The employee sanctioning visits outside of normal school hours will be responsible for allowing the visitor access to the school. The responsibility for the visitor rests with the member of staff sanctioning the visit and rules applying to visitors are to be enforced by the member of staff.

Reviewed by Governors..... M.R.G.  ..... (signed by Chair) Date.....12/10/2020.....

Next review: Autumn 2021