

East Boldon Junior School Visitors to School Policy

East Boldon Junior School encourages parents and other members of the public to their school. It believes there are many potential benefits which can result from interaction with the public.

At the same time East Boldon Junior School has an obligation to avoid disruption to the education process, to protect the safety and welfare of the children and staff and to protect the school facilities and equipment from misuse or vandalism.

Rules for Visitors to School Policy

1. A visitor is defined as any person seeking to enter the school building who is not an employee of the school, or a pupil currently enrolled at the school.
2. All visitors must report to the school office when arriving. They must gain authorisation to progress into the building. Appropriate I.D. may be necessary. Visitors will sign a 'Visitors Book' and log time of entry. A visitors badge will be provided and must be worn at all times.
3. All visitors working with children, without a member of staff present, must be DBS checked. Anyone not in receipt of this check will have a member of staff with them if dealing with children.
4. When leaving the building the visitor should return their badge and sign out, logging the correct time of departure.
5. Parents, or members of the public, who have been invited to school as part of a scheduled 'open house special event, performance or activities approved by the Head teacher are exempt from the above rules.

The Head Teacher has the authority to exclude from the school premises any person who disrupts, or appears likely to become a disruption to the running of the school, shall be directed to leave the school premises immediately.

Appropriate authorities shall be called if necessary.

This policy was approved by Governors May 2010

Reviewed October 2016 Next review June 2019

Signed: (Headteacher)

Signed: (Chair of Governors)