



Visitor Agreement

We are committed to the safety and wellbeing of all pupils, staff and visitors, therefore all visitors must agree to the following before being allowed access to the whole school site.

GENERAL

- You will be issued with a colour-coded 'visitors badge' which tells staff whether you can work unsupervised with our children (**green**) or if you are not permitted to engage with children unsupervised (**red**); this must be worn at all times so that it is visible. Please return this to the main office as you leave the school site. Visiting Students who have presented all the relevant documentation get a separate student badge (**grey**).
- Stay within the areas that are necessary for your visit.
- Enter and exit from the main entrance, observing signing in and out procedures.
- Unless your visit is specifically to work with/support pupils then you should only interact with them where you have the permission from a member of staff or where you feel they are in immediate danger.
- Inappropriate behaviour or language on site will not be tolerated.
- The school operates a no smoking policy within both its building and grounds.

FIRE & SAFETY

- If the fire alarm sounds (continuous tone), please leave by the nearest exit and report to the fire assembly point at the rear of the building on the school yard so you can be accounted for.
- If you are working with children, lead them to the assembly point at the rear of the building on the school yard.
- You must report any accidents or hazards to the main office.
- First Aid can be obtained via the main office.

MOBILE PHONES, CAMERAS ETC - WHILST ON SITE WE EXPECT THE FOLLOWING:-

- Use only in connection with your business and when you are approved to do so.
- Don't use them in any areas which are shared with children. The staff room is the advised place to use any technology.
- Do not take/use images of pupils unless approved to do so.
- Do not leave equipment unattended.

INTERACTION WITH PUPILS - WHERE YOUR ROLE REQUIRES THAT YOU INTERACT WITH PUPILS OR YOU ARE ATTENDING SCHOOL ON A LOCAL AUTHORITY / PARTNERSHIP LEVEL YOU MUST:

- Present your ID/relevant documentation on arrival.
- Wear your photo ID and visitors badge at all times whilst on the school site.
- Interact with pupils as required within your professional capacity and report any concern/observations you may have immediately to a senior member of school staff (The main office will advise).

Last updated: February 2019