Carterhatch Junior School

CONNECT EDUCATION TRUST

Visitor Protocol

We welcome all visitors to the school. You are asked to abide by the following protocol at all times during your visit. This is to protect both you and the pupils and to ensure that your visit to the school runs as smoothly as possible.

We ask that you:

- Pre-arrange your visit to the school, wherever possible
- Report to the school reception on arrival and do not enter the school via any other entrance
- At the reception desk please explain the purpose of your visit and state who you have come to see. You will be asked to produce formal photographic identification so that you can be identified.
- You will be asked to sign in to the visitors' book or equivalent, such as an electronic recording system which may include a photograph being taken of you
- A visitors' badge will be issued to you and you should ensure that you wear it prominently at all times
- You will be asked to wait in the reception area until you are escorted to your destination
- Unless it is legitimate part of your visit to the school, if you find yourself alone with pupils, you should report to a member of staff or the school office
- Do not wander around the school unnecessarily and always follow instructions for moving from one area to another should you need to do so
- Ensure that your mobile phone is kept on your person at all times and switch it to silent whenever possible, and particularly if in the presence of pupils. You are also asked to ensure that neither your phone nor any other equipment you may have with you can be accessed by pupils
- Always use appropriate language and behaviour with pupils and adults
- Do not smoke on the school premises, outside the school gate or anywhere when with pupils off site
- Ensure that you read and/or follow any other protocol or policies that may be given to you by the school, for example in relation to child protection/safeguarding and health and safety
- Ensure that you are aware who you should refer to within the school if you have any safeguarding concerns
- On departing the school, you will be asked to leave via reception, sign out of the building, return your visitors badge and be seen to leave the premises.

Thank you, enjoy your visit