

The Heights Primary School Policy for **Visitors**

Version 1.1

Responsible officer: Headteacher
Responsible Committee: Premises and Finance Committee

Date of last review: November 2016
Date of next review: November 2016



The Heights welcomes visitors from the whole community as well as parents, officers of the Local Authority and contractors working on the site. We wish to be open and welcoming to all our visitors, but this must be balanced with the need to provide a safe environment for all our staff and pupils.

All visitors are asked to sign the visitors' book at reception, wear a badge for the duration of their visit and to sign out as they leave, handing in their badges as they do so. Any stranger seen in the school without a visitor's badge must be reported to a member of staff (if seen by a pupil). That member of staff should either ask the stranger to proceed to reception to complete the signing in procedure or report the matter immediately to the School Office.

Please note that The Heights School is a non-smoking site. All visitors are asked to refrain from smoking in any part of the school premises, including the grounds.

We also ask in the interest of safeguarding our pupils, that visitors do not use a mobile phone on the school premises or site.

In the event of the Fire alarm going off, everyone will hear a continuous bell. All visitors' must evacuate the building by the nearest exit and make their way to St Anne's field where the names will be checked off from the visitors' book.

In line with Reading Borough Council, the school may withdraw service from and take legal action against anyone who verbally or physically assaults a member of staff.

In particular circumstances, such as whole school functions, School Fete, Parents' Evenings etc, the whole school's normal signing in procedures will be waived.

Visitors' attention will be drawn to this notice in reception and the Safeguarding Good Practice Guidelines Booklet for people working with pupils in the Heights.

For further information on Safety, Health, Environment and Fire issues at the Heights Primary School, please refer to the Heights Health & Safety Policy and Fire Risk Policy.

Amendments:

<u>Version</u>	<u>Date</u>	<u>Updated/reviewed</u>
1.1	August 2014	First version finalised
1.2	November 2016	Reviewed.