



## Safeguarding Visitor procedures

Everyone at Ashton Keynes Primary School is committed to keeping our school safe and secure for your children. The importance of safeguarding to reduce potential risks is essential. However we also want the school to be open and welcoming to all visitors. Many of you will be aware that times have changed and security has increased for all schools. Therefore no adult is permitted to go to any part of school without an identification badge, which will be provided after signing in. For this to work we need your full support and cooperation.

The purpose of this is to inform all parents about the measures we will use to ensure that employees, pupils and visitors are protected from risks to their Health and Safety whilst also feeling welcome at our school.

### **Visitor definition:**

Any individual who is neither a current student of the school nor a current employee of the school will be regarded as a visitor. This includes but is not limited to: Parents/Carers, governors and FOAKS members, Inspectors, independent contractors, ex-employees, former students, volunteers, trustees etc.

### **Visitors:**

Visitors will no longer be allowed unsupervised access to pupils or the school buildings unless pre-approved by the Head or Class teacher.

### **Short visit no further than the office:**

There is not a requirement to sign in or out but the visitor must remain in the office.

### **Longer visits that require movement beyond the office:**

All visitors are required to sign In and Out with details of their name, organisation, host/destination, car registration and time of arrival/departure.

All visitors will be provided with a yellow identification lanyard and badge. This badge must be displayed by you at all times whilst you remain on the school premises and handed in and signed out on departure via the office only. Documentation regarding Health and Safety is available to view in the office.

### **Parents/Carer for collection during the school day:**

Parents/Carers are asked to remain in the office and your child will be brought to you (unless there are pre-arranged plans by the Head Teacher or class teacher, where you will then sign in and receive a badge). You and your child must all leave via the main door once signed out.

### **Parents/Carers dropping off during the school day:**

Parents are requested to remain in the office whilst pupils will be sent to class on their own (unless there are pre-arranged plans by the Head Teacher or class teacher where you will then sign in and receive a badge). You must leave via the main door once signed out.

**Dropping of belongings/equipment:**

All items can be left in the office for pupils to collect. There is no need for a parent to visit the classroom unless there are pre-arranged plans by the Head Teacher or class teacher where you will then sign in and receive a badge. You must leave via the main door once signed out.

**Contractors:**

All contractors are required to check in and out with the office team and comply with all other management controls.

**Assemblies:**

Parent/Carer visitors to our assemblies will not be expected to sign in/out. Staff will be on hand to monitor visitors to ensure they arrive and depart safely from the hall and grounds, entry will be via the main gate. On these occasions there is no need for parents to visit classrooms unless pre-arranged with the Head Teacher or class teacher.

**Hall:**

As the children are encouraged to be responsible for their belongings, there is no need for parents to enter the hall with lunch boxes after the school day has started. Many lessons take place in the hall so please do not enter until you have been told to do so by the teacher.

**Gates:**

In the morning, the side gate and second large gate will be open for entry to the playground. As always a member of staff, usually the Head Teacher will be on the playground from 8.45am. When the bell rings at 8.50am, the children will form circles and go into class with their teacher. In order that classes can start on time (unless there are pre-arranged plans by the Head Teacher or class teacher where you will then sign in and receive a badge) we request that you leave the playground promptly. The gates will be locked at 9am. **Late arrivals must report to the main office reception.** At the end of the school day the exit gates (small side gate and inner large gate) will be opened at 3.10pm and will stay open for after school clubs. The second large gate will be locked to prevent cars entering.

**Parking:**

External visitors will be asked where they have parked and be issued with a notice for their car if near the school to inform local residents. No cars are permitted on the playground at any time as this poses a significant health and safety risk.

This new signing system will begin immediately and be closely monitored by the school and governors to ensure it is successful.

We thank you of your support and co-operation in helping to keep all of our children safe.

Kind regards

*S.L.Saville*  
Headteacher

*Sarah Harris*  
Chair of Governors