



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 and carers 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 are not allowed unsupervised access to pupils or the school buildings unless pre-approved by the Head or Class teacher. They must sign in on our iPad and wear a yellow visitor lanyard with their printed identity badge. We will ask to see identification if we have not met you before or not expecting your visit.

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 and not be admitted through security door to the school.

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# on our electronic system. All visitors will be provided with a yellow identification lanyard and printed identity 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. If we are having a fire drill you will be informed but if you are not informed and hear the fire alarm. Please exit the building via the nearest fire exit.



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. We have a signing in/out book to record every pupil who arrives late/ exits school early. We expect parents and carers to let us know in advance that they are arriving for collection with a reason why.

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 via the office window 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. They will be asked to show identification before entering the building.

Assemblies:

Parent/Carer visitors to our assemblies will not be expected to sign in/out. Staff will be on hand to open the outdoor external gates and monitor visitors to ensure they arrive and depart safely from the hall and grounds, entry will be via the main gate. Visitors will not access the security door into the main building during this time and only use the hall/ toilets by the hall which are locked off from the main school by a security door. 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 at the end of the day. Many after school clubs and lessons take place in the hall so please do not enter until you have been told to do so by the teacher/club leader.

Gates:

Morning green security gates are open from 8:45am for children to enter. Years 5 and 6 file in down behind the wall to clear space for the school bus. Once children have been dropped in the gates, please leave the area quickly to avoid congestion in the road, thank you.

At the end of the school day the green security gates will be opened at 3:15pm for parents to collect their children from the playground and will stay open for after school clubs. The side gate will be open for Year 5 and 6 pupils to exit at home time.



Ashton Keynes C of E Primary, Gosditch, Ashton Keynes, Swindon, Wiltshire SN6 6NZ
Head Teacher: Mrs. S. Saville

Tel: 01285 861436 email: office@ashtonkeynes.wilts.sch.uk website: www.akps.org.uk

Parking:

External visitors are asked to park away from the school and walk down to provide congestion and for safety. No cars are permitted on the playground at any time as this poses a significant health and safety risk.

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

Kind regards

S.L.Saville
Headteacher
Designated Safeguarding Lead

Michele Collier-Bromelow
Chair of Governors
Safeguarding Governor



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