



## School Visitor's Policy

Empathy, Respect, Forgiveness and Responsibility

Committee Responsible:	Full Governing Body
Approved Date:	2015
Review Date:	May 2021

### **Mission Statement**

At The King's CE School

we believe that everyone is unique and created in God's image.

We enable all to achieve their God-given potential;

to grow, learn and aspire;

to transform their lives and the lives of others

and to journey in faith without limits

within a unified, respectful and harmonious community.

### **'Aspire, Believe and Achieve Together'**

Aspire to be the best that we can be... Believe that anything is possible... Achieve beyond what we ever imagined...

- Learn and worship in the name of God – Father, Son and Holy Spirit – revealed in the life, death, and resurrection of Jesus Christ and value, respect and celebrate all faiths and cultures.
- Believe in themselves and become successful adult – developing their vision, faith, ambition and aspirations.
- Develop a resilience and inner strength to overcome life challenges.
- Embrace life-enriching experiences and make well-informed lifestyle choices that promote health and wellbeing.
- Develop thinking skills and transferrable skills, working in partnership to become life-long learners.

## **Rationale**

We welcome visitors to The King's C.E. School and take care to ensure their safety and security and that of our staff and pupils whilst they are with us.

## **Purpose**

- To meet legal requirements.
- To link the policy with that of 'School Security', 'Personal Data', 'Health and Safety' and 'Child Protection'.
- To ensure the health, safety and welfare of all visitors whilst on the sites.
- To ensure that visitors feel welcomed.

## **Guidelines**

- Visitors include but are not limited to contractors, temporary or supply staff, volunteer workers, students, parents/carers, outside professionals, trainers and governors.
- All visitors and external agencies working directly and unsupervised with students will be CRB and have their proof of identity checked.
- Criminal Records Bureau (CRB) and proof identity checks are not required for visitors who do not have unsupervised access to children. Staff who are hosting visitors onto the school site must ensure their visitor/s do not have any unsupervised contact with students unless the appropriate checks have been made and registered with the Safeguarding Manager.
- Guidelines for visitors including general information about school hours, the availability of toilets, evacuation procedures and our No Smoking Policy are available at the main reception point.
- All visitors are required to sign in upon arrival at the school's main reception point. Whilst on site, visitors must wear a badge of identification.
- On departure, or at the end of each day for prolonged visits, visitors will return their badge to the school's main reception point and sign out.
- Whilst on site, supply staff will be the responsibility of the Cover Manager (or class teacher), contractors of the caretaker (or Business Manager) and other visitors of their individual host.
- Any concerns should be, in the first instance, raised with these people or in their absence, with the school's main receptionist.