Willow Bank Infant School

Visitors Policy

Approved by	**Finance & Resources**
Review Period	**Four Yearly**
Approved	**July 2014**
Next Review	**July 2018**

Visitors are welcome to Willow Bank Infant School and they make an important contribution to the life and work of the school in so many ways.

Procedures
It is the policy of the school to require all external school visitors to report to the main entrance upon entering the school premises.

If a member of staff invites someone into school the Headteacher must be informed.

All visitors will be required to sign the Visitors' Record Book. If they are workmen or visitors from the LA they may be required to produce formal identification. If the visitors do not have a Wokingham Identification Tag, they will be required to wear a Willow Bank Infant Badge.

Visitors may be escorted to their point of contact or area of the school that they may wish to visit.

When leaving the school, all visitors will need to sign out in the Visitors' Record Book.

Any visitor that is not wearing an identity badge may be challenged politely to enquire who they are and their business on the school site.

Governor visits will be undertaken as part of a strategic school improvement programme and If a governor helps in any other capacity within the school the necessary DBS checks will be required.

Parent helpers

A list of regular parent helpers are kept in the school office and new helpers are DBS checked at the beginning of each term. At the end of the first week of each term the teaching staff will provide a list for the school office of any new helpers who require checking.

Contractors Working On Site
There is a leaflet kept in the office which has been designed to protect the builders, staff and children whilst work is taking place at this school. See attachment

This policy should be read in conjunction with:
Safeguarding
Preventing radicalisation
Confidentiality
Health and Safety

Minimise risks and reduce hazards. You must ensure that tools, ladders, electrical equipment etc are used correctly and must not be left unattended. Take care not to create tripping hazards e.g. trailing cables.

Please follow the agreed safe system of work for the task you are carrying out – should you run into any unexpected difficulties liaise with the school's site contact.

School equipment – please check with a member of staff before using any equipment belonging to the school.

Children may chat to you and that's fine, but please don't initiate conversations with Children. This is to protect you as well as the children. Please be aware that the school has Safeguarding and Preventing radicalisation policies. If you require further information, please see the Head or Deputy Headteachers.

If your vehicle needs to be parked anywhere other than the car park please contact reception. Driving speed must be no higher than 5 mph.

Please report any accidents or incidents that occur whilst working at the school.

Willow Bank Infant School

Contractors Working on Site

Information and Safety Advice

WOKINGHAM
BOROUGH COUNCIL

Welcome to Willow bank Infant School School

This leaflet has been designed to protect you, our staff and children whilst work is taking place at this school. If anything has not been covered please ask. We thank you for your co-operation while at the school.

Headteacher	Michelle Masters
Deputy Headteacher	Danielle Killick
School Business Manager	Stephanie Leary
Site Manager	Eric Barley
Telephone	01189695452

Please sign-in at reception on arrival and book-out when leaving, ensuring that you return your visitor's badge.

Asbestos Risk Management Plan

Contained within the contractors signing in book is a copy of the school's asbestos register. You are required to check the location before commencing any intrusive work. If, during your work, asbestos is found or suspected work must stop immediately and the incident reported to the persons named above.

Fire and Emergency Evacuation

If the **Fire Alarm** sounds (a long continuous, wailing siren) please leave the building immediately by the nearest exit. Make your way round to the assembly point on the school playground and report to the Headteacher .

Broadmoor Hospital Alert

In the event of a **Broadmoor escape** or a police alert there are a set of procedures which require pupils to be kept inside the building. In the event of an alert please report to reception.

Additional information
School Time 9.00am – 3.15pm

First Aid is available at reception and in other areas of the school.

Staff toilet is located in The front entrance. Children's toilets must not be used.
If work entails being in Children's toilets do not enter until a member of staff has cleared them.

Children's safety, security and well being are priorities. Please abide by these rules.

Schools are **non-smoking** areas. You are not permitted to smoke anywhere on the school grounds.

Security doors should be kept properly closed.

No inappropriate language please. Children are very perceptive.