



THE
WESTCLIFFE
FEDERATION

Visitors Policy

Kinnerley, West Felton, Weston Lullingfields and St. Andrew's

At Westcliffe, we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere at all schools within the Federation. At the same time, we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children and adults who work in the school. For the purposes of this policy we define visitors as being all those on the school site who are not employed by the schools. By this definition parents accompanying children to and from school, or helping with classroom activities, are visitors. Those who help regularly are asked to undergo a police check (DBS).

All visitors, including contractors are asked to sign in at the school office and will be given a visitor badge to wear at all times. Contractors are also asked to sign the Asbestos Register before commencing any work.

Smoking and vaping is strictly prohibited anywhere on the school site, at any time. This applies to those hiring the premises, and to those working with other site users.

Mobile phones will need to be handed in at the office on arrival. These will be placed in a locker and you will keep hold of the key. If contractors need to take photographs they will be escorted by the Administrator around the school site. If you are not able to hand your mobile phone in then you will be asked to make another appointment when you are able to either hand in your phone or arrive without it. This is to protect children, staff and visitors.

In the event of an emergency requiring the premises to be evacuated, visitors will be accompanied to the assembly point (**back playground or the green – adjacent to school entrance - in the event of a full site evacuation**) by the member of staff they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, which is posted in each room. You will be informed if there is to be a planned fire test.

The designated leads for Child Protection and Safeguarding are:

Designated Safeguarding Lead	School
Mrs Helen Hughes (Head Teacher)	West Felton CE Primary
Mrs Steph Burgoyne (Head Teacher)	St. Andrew's CE Primary
Mrs Elizabeth Madin (Head Teacher)	Kinnerley CE Primary
Mrs Kate Scott (Acting Head Teacher)	Weston Lullingfields CE Primary School

The Senior Leadership Team, has the right to seek the removal and to prohibit from the school site of any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

Policy Reviewed and updated January 2023, January 2024

Policy Review January 2026

Our Data Protection Controllers are Judicium: **Telephone** [0345 548 7000](tel:03455487000) or **Email** enquiries@judicium.com