



Carrington Primary School Visitors Policy

At Carrington we welcome visitors to our school and we are very keen to ensure that they enjoy their visit and feel safe in school. We are also aware of the need to ensure children are safeguarded at all times. Therefore, we have a protocol for all visitors and parents during school hours.

- All visitors (who are not parents or carers) to the school will be asked to bring formal identification with them at the time of their visit unless they appear on the single central record.
- Once on site, all visitors, parents and carers must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors, parents and carers must state the purpose of their visit and who has invited them as appropriate.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation and who they are visiting. Any parents or carers wishing to visit classes between 9:00am and 3:30pm must sign the visitors book too.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. All parents or carers who wish to visit classes between 9:00am and 3:30pm must wear a visitors' badge
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are a parent or carer with a visitor's badge or they are on the single, central record.