



# Bishops Nympton Primary School

## Pre-School Visitors

### Policy and Procedures 2017-18



#### Aim

**To ensure the safety of pupils, staff and other adults and young people on the premises.**

We will welcome all visitors to the pre-school at the reception area.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitors details are recorded in the visitors' book. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff

Unless the admitting adult recognises the visitor and knows his/her business at the school, we will establish:

- The identity of the visitor (if appropriate by asking for an identification document);
- The purpose of the visit before admitting the visitor to the school and will ensure that the visitor
- Enters adequate visitor details in the visitors' book.

We will ask all visitors to sign in with their name and time of arrival.

In the event of a fire, the fire bell will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. The staff here will carry out their usual checks and any visitors will be expected to exit the building with the staff team and congregate by the assembly point by the old hall and the supervisor will read out the names of all children, staff and visitors. Please evacuate by the nearest safe exit. Exit via the front door or there are various push exit doors and outside doors situated in the corridors throughout the building.

All visitors will be shown where the toilets are and where they may leave their personal belongings

All visitors will be asked to leave their mobile phone in the office for the duration of a visit.

In the event of any injury, please inform a member of the office staff.

All visitors are required to sign out when they leave the premises.

This policy was adopted at the full meeting of

Exmoor Link Federation Governor  
Board

Held on

01.02.17 (date)

Date to be reviewed

02.18 (date)

Signed on behalf of the Governors

Tim Gurney

Role of signatory (e.g. chair/owner)

Executive Head Teacher