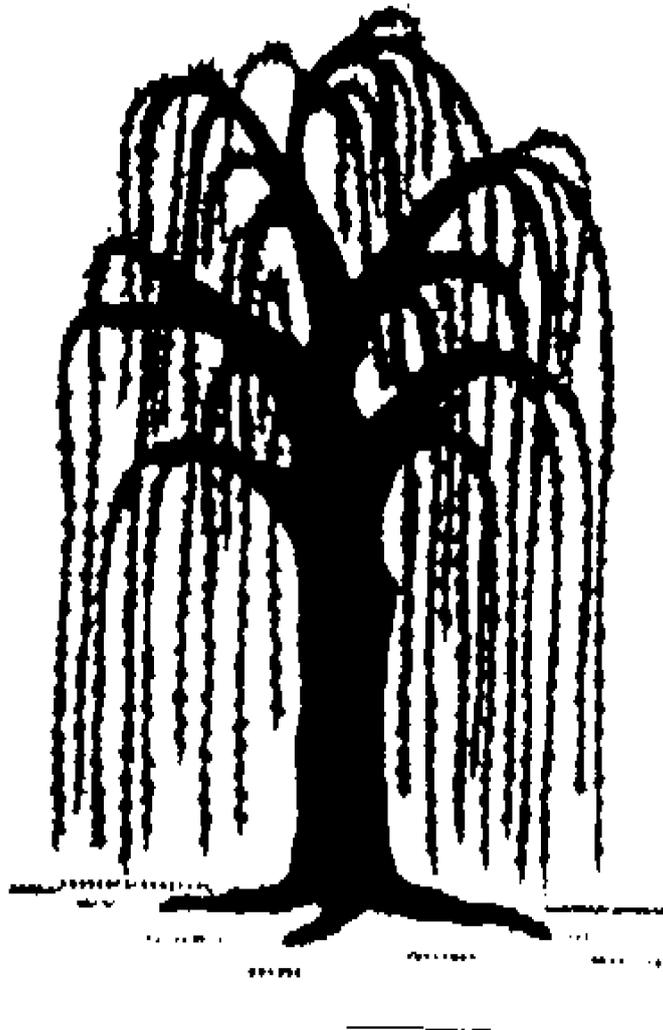


Willow Farm Primary School



School Access Policy

October 2018

Introduction

This document is intended to give informative and friendly advice to all those who enter and use Willow Farm Primary School. The protocol is also intended to ensure that everyone knows the procedures and pupil's and staff safety is guaranteed.

General Overview

All visitors must report to our school office on arrival, give their names, company and purpose of the visit. They must also sign the visitors book. All visitors will be expected to have proof of identity. After signing in on the ipad they will be issued with a visitor sticker to wear, which states that they are a visitor and outlines the fire procedure.

Any visitor who is not known will be challenged by school staff. Any member of staff not challenging an unidentified visitor may be deemed to be neglecting their duty to ensure the safety of pupils and the security of the school.

Occasional visitors should never be given door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring in equipment. This can only be done under the supervision of a member of staff who must ensure that the wedge is subsequently removed.

Workmen coming onto site should be asked about their requirements for door access. If constant access is required they will have to come to a mutual agreement with the Head Teacher or School Business Manager.

Parents as Visitors

Parents who bring pupils into school after the start of the school day for whatever reason, are required to register at our school office and wait in the foyer for a member of staff to open the internal door. On **no** account must they leave their child without first seeing a member of school staff and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff. The child's name will be recording in our 'late/leaving during the school day' book, by a member of staff.

Parents as Volunteers

Parents who are assisting in school as volunteers must follow the signing in process and be issued a visitor sticker. Assistance in school must be by prior arrangement and authorised by the Head Teacher.

External Visitors

People visiting school with the purpose of working with children must be authorised to do so e.g. school nurses. At no time will visitors be left with children or a class of children without a member of staff being present. Exceptions would be nurses or counsellors.

Polite Note

Parents and carers must not walk through the building without identification or enter classes during lesson time without prior arrangement. If parents wish to discuss issues with staff, prior arrangements should be made to meet before or after school with the relevant school staff member. Discussions cannot take place in class in front of pupils or during lesson time.

After School Hours

Willow Farm Primary School has frequent visitors before or after the official school day. Workmen will generally ask for the caretaker. It is the responsibility of a member of staff or the caretaker to ensure that these visitors are aware of the school protocol and rules as staff and pupils may still be on site due to after school clubs and extended school clubs. Parents **must not** go into classrooms at the end of the day without a member of staff present especially if picking up from After School Club. Children **must not** use classroom toilets or staff toilets after school hours unless they are at a school run club/activity.

ALL staff, parents, carers and visitors to the school should be made aware of this policy.

Signed: M Robinson

Head Teacher