

## RACHEL MADOCKS SCHOOL

### VISITORS POLICY

<b>Statutory Policy</b>	No
<b>Review frequency</b>	Annual
<b>Reviewed By</b>	Business Manager
<b>Approved by</b>	LMT
<b>Date</b>	July 2018

This policy has been written in recognition of the large number of visitors that as a special school, we receive from parents, carers and other visitors from outside agencies and organisations.

The school welcomes and values close contact with parents and carers. It is vital to the well-being and progress of our pupils. However, any visits to the classroom whilst school is in session should not disrupt either the teaching of the group or the management of the class. Therefore the following points should be noted:-

- Safety of our children and staff is paramount and, to this end, a door security system has been installed. The number for this system is only given to staff and governors.
- All visitors to the school must sign in and out at reception. Please note that visitors are requested to ensure that all details are entered into the visitor's register for security purposes in case of an emergency or evacuation. Visitors will be issued with a visitors badge to be worn at all times whilst on the school site.
- Mobile phones must be turned off during visits and not used for any purpose whatsoever throughout a visit.

Whilst parents and carers are welcome into school and their contributions are valued, we would ask them to recognise that it may not always be convenient or appropriate to come into classes without prior notice, or

appointment. We would respectfully request that they check at reception whether this is possible.

It must be noted that:- **Contractors** are not permitted access to undertake any form of work during core school teaching hours of 8:45 a.m. and 3:15 p.m. term time.