

St George's School, Bourton VISITORS, PARENTS AND ENQUIRIES POLICY

It is the policy of the school to require all school visitors to report to the main office upon entering the school premises. All visitors to school shall be welcomed in a cordial confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the headteacher, or a member of the management team will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

Following verification, he/she will be required to enter details in the visitors book. The following information will be recorded; name, company details, to whom visiting, time of arrival and (on leaving) time of departure.

In the event of a fire alarm being sounded, the administrator will ensure that the visitors' book is collected along with the registers and any visitor is checked to ensure he/she has vacated the building, at the assembly area, in the playground.

This policy has been adopted, to ensure the safety and security of the pupils and staff is paramount.

This policy was reviewed by the Premises Committee on 19th January 2015