



Visitor Procedure

Claycots School welcomes visitors but in the interests of safeguarding our pupils and for site security we ask that all visitors follow the procedure outlined below:

- All visitors MUST sign in at Main Reception
- All visitors must only enter and leave via the Main Reception area
- All regular and frequent visitors must be recorded on the Single Central Record. This will include their DBS details
- All visitors who are not recorded on the Single Central Record will be required to provide their DBS details upon arrival, along with proof of ID
- Where possible, DBS details should be sent from the visitor's company prior to the visit
- All visitors will be issued with an appropriate lanyard which must be worn and displayed at all times
- If Visitors do not have a DBS, they will be issued with a red lanyard and will be asked to remain under the supervision of a designated member of staff whilst on site
- Regular visitors and those working directly with children will receive all the necessary safeguarding checks on arrival, including a valid DBS check. They will be issued with a yellow lanyard and will not need to be accompanied around site
- Supply staff will have an Enhanced DBS and will be issued with a purple lanyard and will not need to be accompanied around site
- Any visitor who is not wearing a lanyard should be challenged politely to enquire who they are and what is their business on the school site – they should be escorted immediately back to Reception to sign in and be issued with the correct lanyard
- All visitors MUST have a pre-booked appointment with a Claycots staff member. If an appointment has not been pre-booked, we will always endeavour to accommodate the visitor or parent, but the visitor should be aware that this is not always possible. Class teachers and the Senior Leadership Team cannot compromise the education and care of the pupils in the whole school environment, along with commitments to teaching and training where a situation is not deemed to be one of extreme urgency
- All visitors MUST sign out at Main Reception and return their visitor lanyard before leaving

Contractors

When contractors attend they will be admitted into the school as any other visitor and the correct lanyard provided.

If contractors are carrying out works, they must complete a permit to work form [Claycots Daily Permit to Work Form.pdf](#) which must be signed and dated.

If the works are intrusive, i.e., involve drilling etc., contractors will also be required to sign the campus asbestos register which is held on the reception desk.

These apply to any contractors carrying out works both during term time and in the holidays and is the responsibility of the person who admits them into the building.

Once contractors have completed the relevant documentation, we will contact a member of the site team.



Visitor Code of Conduct

- All of our staff work very hard to provide an excellent service to our children and parents and we have a zero tolerance to any visitor in school or on site who abuse our staff verbally or physically. This includes any form of swearing.
- All visitors are responsible for their own actions and behaviour and they must act in an open and transparent way
- All visitors should conduct themselves appropriately with staff and children at all times, wherever they are on the school site. This includes inside the building or any outside spaces such as the front entrance or playground/field.
- If a visitor becomes aggressive or abusive at any time, they will be asked to leave the school premises or site and police assistance will be called where necessary.
- All visitors must follow the school's Health & Safety procedures.
- Any breach of confidentiality will be regarded as serious misconduct
- Any breach of confidentiality associated with the GDPR 2018 could result in a civil action against you

Any visitor who breach these expectations may be barred from site for a fixed period or permanently.

Fire Procedure

There is no planned fire drill for today, so in the event of the fire alarm going off this should be treated as a real emergency situation.

If you are situated in the Main Reception area you should make your way out of the main doors and into the assembly point in the staff car park.

If you have entered the building, you should ensure that you accompany your Claycots staff member to the nearest exit and assembly point which is the playground.

If you are working independently, you should make yourself known immediately to a Claycots staff member and accompany them to the fire assembly point which is the playground.