

NORFOLK HOUSE SCHOOL

VISITOR POLICY AND PROCEDURES

Statement of Intent:

The staff and Directors at Norfolk House School believe we should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

The school recognises the importance of working within the framework of Every Child Matters: Change for Children and the five outcomes outlined within it:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

To ensure the safety of all children and staff and to know who is on the premises at all times, all staff must be extremely cautious before allowing anyone onto the premises.

Procedures

- All visitors should book an appointment prior to visiting the school.
- All visitors must report to the person in charge as soon as they arrive in school.
- Once a visitor has been authorised to enter the building, the visitor should sign the Visitor's Book and put in a visitor's badge.
- Visitors should be accompanied at all times when they are on the premises. They must never be left unsupervised.
- In the case of work men where it is impossible to accompany them at all times, all staff must be aware of where they are working and children kept away from the area.
- All peripatetic staff must produce an enhanced CRB check before they commence working at the school. E.g. dance teachers, staff who run extra-curricular activities, music teachers etc.
- When visitors leave the building they should sign the Visitors Book again.

At no time should any children be left alone with visitors.

H. Maresca
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