



Visitor Protocol

Procedures

If you are visiting our school, whilst on our premises, you must observe the following:

- All visitors must enter through the entrance via the school office.
- All visitors, including volunteers, must report to the school office before entering the school to sign in and be given a visitors lanyard.

Visitor Lanyards-

- Red- No DBS on record, so therefore must be escorted by a member of staff
- Green- DBS on record, so can be unaccompanied
- Green / Grey- Staff member
- All visitors must sign out at the end of their visit.
- Please do not open doors leading onto secure school premises.
- If your visit involves working independently with the children you will be asked to produce a current enhanced DBS certificate along with your Photo ID.
- Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
- If the Fire Alarm should sound please leave the building by the nearest exit and proceed to the assembly point- the field. DO NOT RE-ENTER THE BUILDING until you are told it is safe to do so.
- If the Lockdown Alarm should sound please move to a safe area indoors away from any windows and doors. Remain there until you are told it is safe.
- Becket and Hutton Schools operates a NO SMOKING POLICY which we ask you to respect.
- Staff have the right, and are encouraged, to question anyone on the school premises who they do not recognise.
- Staff are to report any person on site that is not wearing a lanyard or that they have concerns about to a member of the SLT.

Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.

Anyone behaving in an aggressive or disrespectful manner will be asked to leave immediately. Persistent offenders will be banned from the premises.

Reviewed Annually

Signature: Charlie Barwell March '25