

Burlington Infant School: Visitor Guidelines

Burlington Infant School



Visitor Guidelines

Date:	September 2021
Date Due for Review	September 2024
Approved By:	Full Governing Body

Burlington Infant School: Visitor Guidelines



“Always do your best and be your best”

Welcome to Burlington Infants School. We are committed to safeguarding the welfare of our children and expect all staff, visitors and volunteers to share this commitment. Please take a moment to read our visitor guidelines.

Visitor Identification

Please wear your lanyard and visitor badge at **all** times, this helps children and staff know that you are an authorised visitor.

If you are working with or visiting a class or year group, please work in those classrooms or work areas only. Consult with a member of the teaching staff if you need to visit other teaching and learning areas in school; this helps us to know who and where our visitors are.

Concerns

If you have any concerns about safeguarding or child protection during your visit to Burlington Infant School, please ask to speak to the Designated Safeguarding Lead, Mrs Booth (Headteacher). In her absence, Mrs McClarron will deputise.

Confidentiality

We respect the privacy of all children and adults in school. Please ensure that any comments or information about children are shared only with their class teacher or senior leaders.

All adults visiting school are expected to:

- Treat all children with respect
- Behave in a mature and professional manner
- Provide an example of good conduct they wish others to follow
- Be aware of physical contact with a child or young person that may be misinterpreted

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Security

Please help us all ensure that our school building is safe for all users. We have one main entrance and exit door. Other than for outdoor activities, and at the start and end of the day, all other outside doors and cloakroom doors should remain closed and locked at all times. Please report any concerns you may have to the class teacher you are working with or the school office.

Health and Safety

Your safety and well-being during your visit are important to us. As a visitor, you have a legal duty of care for the health and safety of yourself and others.

First Aid

If first aid is required by either yourself or any person you are working with, a list of first aiders is displayed by all first aid stations and in all areas. Please contact the school office if you require further assistance.

Fire

Please familiarise yourself with our evacuation procedures which are displayed in every area and the location of fire exits. In the unlikely event of a fire, you will be guided by a member of staff on how to proceed. Please do not re-enter the building until you are told to do so.

Staffroom

All visitors are welcome to use the staffroom. Tea and coffee facilities are available for a small donation. Again, please respect the confidentiality of children and adults at all times.

Property or Vehicle

Please note, the school accepts no responsibility for any loss or damage to visitors' property or vehicle.

Signing Out

When you leave school please sign out and return your lanyard and visitor badge.

Thank you!