



Visitors' Policy

WELCOME TO OUR SCHOOL

Lodge Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'.

NOTICE TO VISITORS

All visitors

- Follow school procedures whilst on the premises
- Sign in at the designated area and receive a Visitor Pass
- Visitors will be met in the Reception Area and escorted into the building by a member of staff
- Surrender your Visitor Pass and sign out when you leave the building

Safeguarding children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

Health & Safety

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

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency

Fire Evacuation Procedures are clearly displayed around the school. If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the school office.

Smoking

It is against the law to smoke on school premises.

Property or vehicle

The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

The employee sanctioning visits outside of normal school hours will be responsible for allowing the visitor access to the school. The responsibility for the visitor rests with the member of staff sanctioning the visit and rules applying to visitors are to be enforced by the member of staff.