



Visitor Policy

Statement of Principles

The Governing Body of Ruislip Gardens Primary School actively encourages close links with parents and the community and extends a warm welcome to our visitors.

Our legal duty to uphold the health, safety, security and wellbeing of all pupils and staff is paramount; this includes the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance.

It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised within the school site during normal school hours, during after school activities and on school organised (and supervised) site and off-site activities.

The School therefore requires that ALL VISITORS (without exception) comply with the following procedures and behave in a reasonable way towards members of school staff and the wider school community at all times.

- All visitors will be required to sign in to the visitors book.
- We will ask for identification from visitors who are not known to us
- We will make all visitors aware of our fire safety procedures
- If you have concerns we will always listen to them and seek to address them
- Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school. Visitors behaving in this way are likely to be removed from the premises and could be prosecuted
- Visitors who are not DBS screened will not be left unsupervised with children in the building. Contractors will not be left unsupervised to complete their work during school/after school activity hours.
- When working on school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. They must also cooperate with our health and safety policies and procedures.
- All visitors are expected to adhere to the Code of Conduct that is expected of all staff who work in the building. In summary, to set positive examples of behaviour and conduct, to show respect and decorum and to demonstrate courtesy to those around them.
- Visitors are not permitted to use camera or recording equipment on the school premises unless agreed before the visit by a member of the Senior Leadership Team.
- All visitors must sign out of the visitor book upon departure.

Any visitors on the site who are not wearing a visitor badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to Reception to sign the visitor's book and be issued with a visitor badge. w