



**CORNWALL EDUCATION**  
LEARNING TRUST



# **Luxulyan School**

## **Visitors Policy**

### **Key Information:**

Policy Implemented: September 2019

Head of School: Mrs Williams

Chair of Governing Body: Mrs Sandra Beardsmore

Review Date: March 2023

At Luxulyan School, we are committed to safeguarding children. The health, safety and emotional wellbeing of every child are our paramount concern. Our aim is that the children will thrive during their time with us in a safe and happy environment.

We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999, the Disability Discrimination Act 1995 and a common law duty to ensure that, so far as reasonably practicable, the school premises are safe and that visitors to school and children come to no harm.

We require all visitors such as parents/carers, education officials, LA officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation. They will then sign in (and out) and be issued with a visitor's badge.

When working on the 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. Also, they have to co-operate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors, when working on the premises, act in a responsible and proper manner.

### **AIMS**

- To ensure that the school premises are safe and that visitors to school and children come to no harm.

## PROCEDURES

<b>Role of the Governing Body</b>	<p>The GB has:</p> <p>appointed a member of staff to be the Co-ordinator for Health and Safety;</p> <p>nominated a link governor to visit the school regularly, to liaise with the co-ordinator and to report back to the GB</p>
<b>Role of the Headteacher</b>	<p>The Headteacher will:</p> <p>ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;</p> <p>ensure that all contractors, when working on the school premises, co-operate with our health and safety policies and procedures;</p> <p>Monitor and review this policy.</p>
<b>Role of School Personnel</b>	<p>School personnel will: – take reasonable care of their own health and safety; – take reasonable care of the health and safety of pupils, visitors and contractors</p>
<b>Role of Visitors and Contractors</b>	<p>Visitors will:</p> <p>report to the school office upon entering the school premises;</p> <p>confirm their status by producing verifiable documentation;</p> <p>enter their details in the signing in ipad;</p> <p>wear a school visitors badge;</p> <p>be familiar with the procedure of evacuating the school building in the event of an emergency; – sign out when leaving the school</p>
<b>Effectiveness</b>	<p>We believe this policy will be effective only if we ensure consistency across the school by regular monitoring</p>