

Go Fish Education Ltd

Visitors Policy

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff at Go Fish Education. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to Go Fish Education which conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the setting.

We have responsibility for the safety and well-being of all of our children anywhere on the site. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Visitors Invited to Go Fish Education

All visits to Go Fish Education are pre-arranged.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors are met at the door and enter Go Fish Education using the side gate access
- All visitors are required to sign the Visitors Record Book which is kept in the classroom at all times
- All visitors will be supervised by Kerry Brown or Dylan Brown at all times

On departing, visitors leave Go Fish Education and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry

Parent drop of and pick up

- Students will be dropped off on the driveway by parents
- Parents will supervise students entering the site using the side access gate
- Students will be met and greeted outside the classroom by a teacher
- At the end of the session, students will be supervised by a teacher to the pick up point on the driveway

Policy dated: March 2023

Review date: July 2023