**The Roaches Farm School Network**

**Visitors Policy and Procedure**

The RFSN meet the requirements of Care Today’s Children’s Services visitation procedures by ensuring the following practise at all school sites:

Checking the identity of visitors by asking to see their ID badge and/or making a phone call to verify the identity of that person. If we are not satisfied with the verification, then we will refuse them entry into my property.

**Asking visitors to sign the Visitor’s Record, stating:**

The date and time of arrival.

Full name

The purpose of the visit.

The time of departure.

The visitor signature.

Preventing unauthorised persons entering the premises, and ensuring that no one can enter our premises without our knowledge.

Other procedures we have in place:

Regular visitors will be checked with Ofsted and a Disclosure and Barring Service check will be completed outlined in the guidelines in Ofsted’s factsheet ‘Disclosure and Barring Service (DBS) checks for those providers who register with Ofsted. Ofsted will take account of how frequently, and for how long, the person is visiting the house.

Where possible any visits from workmen will be arranged when we are not looking after children.

We will never leave the children unsupervised, except for short journeys between classrooms and toilets etc, and we will have conducted a full risk assessment of the situation.

RFSN Visitors Policy January 2020

To be reviewed annually - Reviewed July 2022