

## **8 Step Procedures for Visitors to Calderstones School**

ALL visitors to the school must report to the Main Reception in Quarry Bank Wing.

1. If you organise a visitor, details of the appointment must be entered into the electronic School Visitor Diary to inform Reception of the expected visitor.

The diary can be located using the following route in Outlook:  
Folder List / Public Folders / Calderstones Visitor Diary

2. ALL visitors will be required to complete the visitor signing in procedure and will be issued with an appropriate visitor badge.

Visitors will be identified by a Red Lanyard with white text 'Visitor'  
Parents will be identified by a Grey Lanyard with white text 'Parent'

3. Parents collecting sick pupils must report to the Main Reception in Quarry Bank. Reception will contact the wing office for the pupil to meet the parent/guardian in Quarry Bank. Parents must not go directly to wing offices.

If a parent has an arranged meeting/appointment, they must first report to Quarry Bank and following the normal visitor signing in procedures and then they will be direct to the wing office for their arranged appointment.

4. Contractors need to be signed in before being introduced to the caretaking staff who will provide relevant access to the site and they will be expected to adhere to health and safety regulations.
5. Any visitor should not be left with pupils unaccompanied by a member of staff. This is to comply with child protection issues.
6. Visitors who regularly visit the school to work with pupils (ie music peripatetic teachers, connexions, PSHE etc) will go through CRB procedures and provide the relevant CRB and Identification details. These details will be held within the school central file as part of the Safeguarding Procedures.
7. Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business and directed to the Main Reception in Quarry Bank.
8. All visitors must return the visitors' badge and sign out before leaving the school site.

The signing in procedure requires a signature from visitors to confirm that they have read, understood and will comply with all the information regarding safeguarding and health and safety regulations. This information is provided at the Main Reception as part of the visitor management procedure.