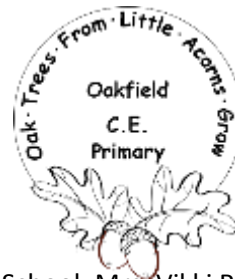




The Arreton & Oakfield Federation

Executive Headteacher: Mrs. Laura Bosworth



Head of School: Mrs. Maria Herbert
Main Road
Arreton
Isle of Wight PO30 3AD
Tel: - 01983 528429

Head of School: Mrs. Vikki Reader
Appley Road
Ryde
Isle of Wight PO33 1NE
Tel: - 01983 563732

VISITORS' POLICY – SEPTEMBER 2017

WELCOME TO OUR SCHOOL

The Arreton & Oakfield Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'.

NOTICE TO VISITORS

ALL VISITORS

- Follow school procedures whilst on the premises
- Sign in at the designated area and receive a Visitor Pass
- Visitors will be met in the Reception Area and escorted into the building by a member of staff
- Surrender your Visitor Pass and sign out when you leave the building

SAFEGUARDING CHILDREN: If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to Mrs Keynes, Designated Safeguarding Lead (DSL).

HEALTH & SAFETY: Your safety and well-being during your visit are important to us. As a visitor, you have a legal duty to care for the Health & Safety of yourself and others.

CLASSROOMS: Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

EMERGENCY: Fire Evacuation Procedures are clearly displayed around the school. If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

ACCIDENTS: Any illness, injury or accident must be reported to the school office.

SMOKING, VAPING & E-CIGARETTES: It is against the law to smoke on school premises, **including the use of electronic devices.**

PROPERTY OR VEHICLE: The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

The employee sanctioning visits outside of normal school hours will be responsible for allowing the visitor access to the school. The responsibility for the visitor rests with the member of staff sanctioning the visit and rules applying to visitors are to be enforced by the member of staff.

REVIEWED BY GOVERNORS: 18.9.2017

Signed: 

Chair of Governors

Next review Autumn 2018