



Visitors Policy

This policy and associated risk assessments are reviewed regularly in order to assess implementation and effectiveness. The policy is promoted and implemented throughout the company, is overseen, monitored and reviewed by the Senior Management Team.

Ashbridge welcomes visitors and operates an open door policy for customers.

In order that the security and safety of children, staff and visitors is assured, the following procedures apply:-

- Secure entry systems and procedures are in place. (See Security Risk Assessment)
- Entrance areas are manned by identifiable personnel who greet and ask visitors to supply their name and business/reason for visit.
- Visitors then sign in at reception areas, are shown a document of key information which includes the use of mobile phones on site and fire procedures.
- They are issued with a visitors badge which is worn whilst on the premises.
- Upon leaving, visitors sign out with the time they have left and return their visitor badge.
- Staff are informed when visitors are expected and on the premises.
- Visitors are monitored and supervised whilst on the premises by the relevant personnel.
- Suitability checks are undertaken on all visiting speakers by SMT to their content is suitable in relation to our Safeguarding Policy and Procedures.
- Where possible recommendations from other colleagues or educational establishments are taken up.

NB. In addition, for visits by contractors/maintenance workers (see also Contractors Risk Assessment).

All team members are aware that prospective customers may visit the school and nursery at any time within the daily opening hours and can do so by making appointments or calling in.

They are consistently greeted, shown around by members of the Senior Management Team and welcomed by all the team, ensuring they are supervised at all times.

Where appropriate, written evaluations are completed by the visitors themselves or by team members in order to provide feedback on our procedures.

