



Procedures for visitors to Beaumont Lodge Primary School

If you are visiting our school, whilst on our premises, you must observe the following:

- All staff and visitors must use the intercom system on the carpark gate or the main pedestrian gate. They must state their name and reason for their visit.
- When entering by the carpark gate, the intercom system on the internal pedestrian gate must also be activated.
- All visitors, including volunteers, must report to the school office before entering the school to sign in and be given a visitors' badge. All visitors must sign out at the end of their visit.
- All visitors to the school are required to produce PHOTO ID at the reception desk, and to wear a Visitor's Badge.
- Please do not enter the school unless escorted by a member of staff or by prior arrangement.
- Please do not open doors leading onto secure school premises.
- If your visit involves working independently with the children you will be asked to produce a current enhanced CRB certificate along with your Photo ID.
- Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
- If the Fire Alarm should sound please leave the building by the nearest exit and proceed to the assembly point. DO NOT RE-ENTER THE BUILDING until you are told it is safe to do so.
- Beaumont Lodge Primary School operates a NO SMOKING POLICY which we ask you to respect.
- Dogs are not allowed on the school grounds.
- Staff have the right, and are encouraged, to question anyone on the school premises who they do not recognise.

Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.

Anyone behaving in an aggressive or disrespectful manner will be asked to leave immediately. Persistent offenders will be banned from the premises.