



## CORNIST PARK SCHOOL VISITOR POLICY

### **All visitors to Cornist Park School are asked to follow the following guidance**

During School Hours, the school can only be accessed via the main door at the front of the building. There is a 2 layer door entry system in place, which can be accessed via calling Reception staff on the buzzer located on the right of the outer door.

**ONLY RECEPTION / SCHOOL STAFF SHOULD ADMIT VISITORS  
ONCE IDENTITY HAS BEEN VERIFIED.**

#### **The school expects to admit essential and pre arranged visitors as a priority;**

- Staff
- Pupils
- Parents accompanying their children or collecting at a time other than the designated end of school day time
- Approved external agency staff (SALT, OT, HEALTH, CS, EAL, Peripatetic's , Police Liaison etc)
- LA / GwE / WG Officers
- Site Contractors
- Pre arranged visitors who may work with or present to the children (volunteers, work placements, students, visiting theatre groups etc)

#### **Parents**

- We ask that Parents always accompany their children to the main door and ensure they are handed over to school staff, if they are arriving after the school day has begun
  - We ask that parents who need to collect their child for an appointment and or other reason before the end of the school day, do so by calling the school in advance to inform of the time they will be arriving and on collection, sign their child out with Reception staff
- NB** – No child will be dismissed from school early and allowed to walk home on the request of parents, unless they are collected by a responsible adult

#### **Other Visitors/ external agencies/ contractors entering the building**

Once you have identified yourself and the purpose of your visit, Reception staff will admit you to the building and direct you to the visitors signing in book. If this is your first visit to the school, they will then issue you with a Welcome / H&S Information card and ask you to wear a lanyard or label which will identify you as a visitor.

#### **You must**

- State your business and name of person visiting
- Allow Reception staff to guide you to the appropriate area of the school, or ask you to wait until they bring the adult or child to you.
- Do not enter any area of the school you do not need to access
- Seek and use Adult toilets only (ensure you know where these are located)
- Refrain from and re schedule your visit, if you are suffering with any transmissible illnesses
- Use only the designated parking bays on the lower carpark (accessible between 9.15am – 3.00pm)
- Ensure you sign out at reception before you leave and note any safeguarding concerns that may have presented themselves during your visit

The school can be contacted on **01352 735657**

[cpmail@hwbcymru.net](mailto:cpmail@hwbcymru.net)

This policy has been shared with Staff, Governing Body, Parents, Visitors and is displayed on the school website.