



Visitor Agreement

We are committed to the safety and wellbeing of all pupils/students, staff and visitors therefore all visitors must agree to the following before being allowed access to the school building.

Mayflower School acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

General

- Please enter and exit the site from the main entrance, observe signing in and out procedures.
- Please note that the school operates a no smoking policy within all its buildings and grounds. Smoking or vaping is not permitted anywhere on the school site.
- Please note that any inappropriate behaviour or language on site will not be tolerated, in relation to students, staff and visitors.
- You will be issued with a 'Visitors' badge; this must be worn at all times so that it is visible.
- Please discard this in the bin provided before leaving.
- Do not move around the school site unescorted. Please stay within the areas that are necessary for your visit.
- You should only interact with students where you have the permission of a member of staff or where you feel they are in immediate danger.

Where your role requires that you interact with students or you are attending school on Local Authority/Partnership working you must:

- Present your Photo ID when requested by our reception staff.
- Wear your Photo ID and Visitor Badge at all times when on the school site.
- Interact with students as required within your professional capacity only and report any instances/concerns/observations you may have immediately to a member of school staff. Reception staff will advise on how to make this contact if appropriate.

Fire and Safety

- If you hear the fire alarm, please go with the person you are visiting to the nearest exit and then to the fire assembly point (the field) so that you can be accounted for.
- If you are supply/agency staff, please stay with your class.

Mobile Phones, Cameras

Whilst on site please:

- Do not use your mobile phone other than in main reception area and only in connection with your business and when you are approved to do so.
- Do not take / use images of students unless approved to do so by the Head Teacher in advance.

First Aid

The school has a team of qualified first aiders on site. If the services of a first aider are required, please ask at the school reception.

Safeguarding

Here at Mayflower, safeguarding our pupils is our priority and we take every measure to ensure all of our students are safe at all times. You have been given a safeguarding information leaflet on entry; by signing in, you are confirming you have received and read this. If you have any concerns about a child, please ensure you urgently speak to one of our Designated Safeguarding Leads (DSL); a poster of our DSLs can be found in reception. Office staff will locate a designated person for you if needed.

Health and safety / security

Health and safety is a priority

The school will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the school. This is enabled by:

- Following the procedures outlined in our health and safety policy.
- Assessing and controlling risk as part of the day to day management of school activities.
- Controlling access to the school site.
- Maintaining safe, healthy and secure working conditions.
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- Carrying out periodic reviews of the health and safety policy and updating risk assessments.

You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

Signed: _____ Name (Printed) _____

Organisation (If Applicable): _____

Date: _____