

**Visitor Policy**

To ensure the safety of the children and staff at Zelda School we have put in place the following procedures for visitors to the school.

* Visitors are encouraged to make an appointment to visit the school. Prospective Parents are asked to attend an Open Day to avoid disruption to the school and to make sure the staff stay within ratio.
* When visitors arrive they are asked to ring the bell and wait at the gate until a member of staff can show them in.
* Visitors are asked to please show a member of staff some valid ID.
* All visitors are asked to sign in on the Visitor’s Record.
* Visitors, staff and parents are asked to leave personal belongings including mobile phones, tablets etc in the school office or their car.
* Visitors are informed of the school’s fire evacuation procedures.
* Visitors must use the disabled toilet in the field behind the school as we have no separate facilities within the school grounds.
* **Visitors are not to be left unattended with children at any time and they may not take photographic images of children without the parent’s consent.**

Agreed By Trustees on:

Signed:

Policy to be reviewed on: