



3.05

Strangers Policy and Procedure for Visitors

In our school community there will be many people who will be visiting for a first time and will therefore be deemed to be 'strangers' or visitors.

On many occasions these 'strangers' turn out to be parents/carers or grandparents. They are usually grateful to be treated with suspicion.

Any member of staff who comes across someone whom they believe might be a stranger should approach them and ask who they are and why they are in school.

When this information has been given the 'stranger' will be shown to the School Office where they will be confirmed as a 'visitor'.

If the information given is deemed to be insufficient or suspicious and if their presence is not confirmed, appropriate action will be taken. This may entail accompanying the 'stranger' off the premises and/or notifying the police.

Pupils should not approach an unknown person but inform a member of staff immediately. If a stranger approaches a child they should alert the nearest member of staff immediately.

No child will be handed over to a person unknown to a member of staff. Parents are asked to inform us if someone different is collecting a child from school. If a 'stranger' comes to collect a child from school and we have no prior knowledge of this, the parents will be contacted before the child is released.

CCTV cameras are in place around the site and are monitored throughout the day by the Office Staff.

Procedure for Visitors to Silverhill School

- All visitors should report to the School Office
- Visitors will be asked to sign the Visitor's book which will record their name and time of arrival
- Visitors will be issued with a visitor's badge by staff in the School Office
- On leaving the school visitors will return their badge and sign out with the time of departure

This policy was adopted by	Silverhill School & Day Nursery
Date	January 2019
Review Date	January 2020
Name of signatory	Jenifer Capper
Role of signatory	Headmistress