



Urbis Academy Trust  
Esse Optimus Qui Possum

## Visitors to the School

**All visitors are to report to the school office and sign in to the school's checking in system.**

**The visitor's pass must be worn at all times.**

**The school has a Visitor's Policy Statement which says:-**

### Welcome to Mayville Primary School

- All visitors must comply with the school's checking in system. A photo will be taken of the visitors face. The reason the school does this, is to verify the identity of all persons coming onto the school site. This is part of our Safeguarding Procedure.
- As a visitor, you have a legal responsibility for your own and others' **Health and Safety**.
- Mayville safeguards against extremism and radicalisation and protects vulnerable individuals from being radicalised or exposed to extremist views.
- All **accidents** must be reported immediately to the school office.
- Visitors are requested **not to enter** classrooms or teaching areas unless by prior arrangement.
- If the **Fire Alarm** sounds, please leave the building by the nearest exit.
- Please **do not smoke** in or outside the school building.
- Please **do not bring dogs** into the school or the school grounds.
- Please **RETURN YOUR PASS TO THE SCHOOL OFFICE BEFORE LEAVING**.
- If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.
- **All Contractors attending the site will be signed in using the electronic checking in system. Contractors will be wearing a yellow lanyard stating the Contractor. Contractors should not be working alone during teaching hours.**

**Please sign to verify that you understand the Trust's expectations:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**We hope you have an enjoyable visit to our school**