Visitors' Policy

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
Feb 2026	FGB	Feb 2029	No	No

Headteacher: Mrs Fiona Micklefield

Rationale

As an open, friendly school, St. Lawrence welcomes visitors and has produced the following guidelines to facilitate this.

Guidelines

1. A visitor is someone who is not employed by the school.

2. All visitors to the school are required to sign in and wear an identifying lanyard and be made aware of the school's Child Protection and Health and Safety policies.

3. Parents and volunteers who help in the school are also required to sign in and need to be DBS checked and have completed a Childcare Disqualification Staff Declaration Form; they must also be aware of the above policies.

4. St. Lawrence welcomes students on work placements, teaching practice and those wishing to develop their school experience prior to teacher training.

5. Past pupils are always welcome to make visits, but need to make an appointment in advance if they wish to come into the school. They are also welcome to church services.

6. In exceptional circumstances, employees of Lawrence may request to bring their own school aged children to school, on the understanding that they will be responsible for the safety and well-being of that child(ren). This is at the discretion of the Headteacher.

7. Pupils who join St Lawrence from another school will be offered a 'taster day' once a firm acceptance of a place has been made by the parents.

8. Prospective parents are welcome to make visits to the school at a pre-arranged time.

Head teacher

(Fiona Micklefield)

Chair of Governors

(Paul Whitty)