

Visitor Policy.

- Bright Futures School is committed to safeguarding and promoting the welfare and safety of children and young people
- Entrance beyond the reception area of the building is strictly prohibited to any other persons other than school employees and authorised visitors.
- Authorised visitors and Contractors are required to have an appointment with a specific individual. The visitor must sign in using our visitor management entry system, which records visitor details and also will take the visitors' photo, before producing a visitor's pass which must be worn and be visible at all times.
- Representatives will be seen strictly by appointment only.
- The employee sanctioning after hours visits will be responsible for allowing the visitor access to the building. The responsibility for the visitor rests with the employee sanctioning the visit and rules applying to visitors are to be enforced by the employee.
- The visitor must agree to the Health, Safety, GDPR and Safeguarding policies of our School.
- The visitor is required to observe the fire evacuation procedure which is displayed in all rooms.
- You are responsible for your own health and safety while you are on these premises.
- Visitors must sign out on departure using VEMS.

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