



Visitor Procedures

Kitchener Primary School

We would like to welcome you to our School. We hope your time with us will be an enjoyable one.

The Visitors Procedure explains the requirements for ensuring that site visitors are protected in relation to their health, safety and welfare while they are on site at Kitchener Primary School.

Making an appointment

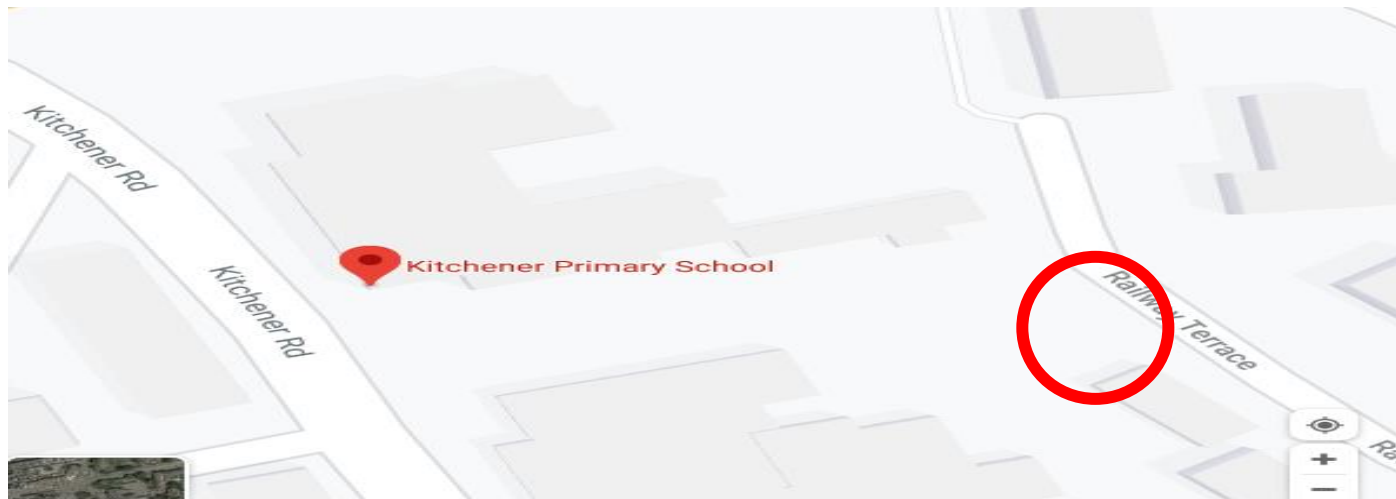
Please ensure that you have confirmed your visit with the relevant member of staff prior to arrival on site.

To make an appointment call: 02920 387505 or Kitchener Mobile 07917188004.

Entering the school site

Visitors can access KPS via the main double gates situated on Railway Terrace.

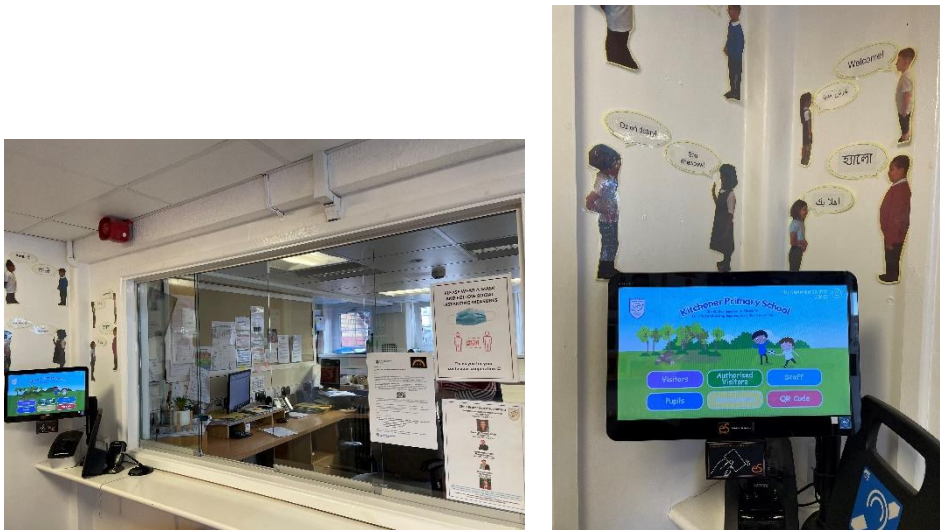
Parking spaces are limited on Railway Terrace, please do not park in a residential bay. Some spaces can be found on the adjacent residential streets where some parking restrictions apply.



Contact the office via the intercom, Ruzina (school administrator) will speak to you, press the button, Ruzina will release the gate (Push the gate with the Kitchener sign)
Please walk directly to the main Reception area to sign in and collect your visitor badge.



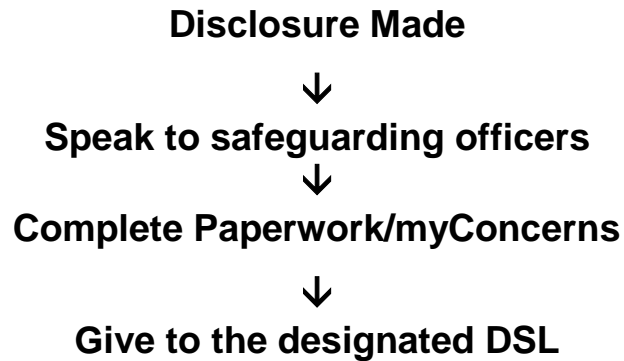
Signing in –



The school office staff / electronic signing in system will provide you with a visitor's badge and office staff will contact the relevant member of staff who will escort you to an allocated area/room.

- **Safeguarding of Pupils** - Please refer to the safeguarding policy and procedures which is available on arrival.
- Only visitors that have produced an up to date DBS Check and had its number recorded by school administration are able to work in the School unaccompanied during the school day, in an agreed working area. The School office will also need to see photo ID on your arrival.
- All visitors that are unable to produce a valid DBS Check will need to be accompanied at all times by a member of staff during the school day.

Child Protection Procedures



The designated safeguarding staff at Kitchener Primary are: -

Designated Safeguarding Lead – Mrs Reena Patel

Designated Safeguarding Deputy – Mr Nathan Hall

Other staff responsible for Safeguarding are: -

Mrs Sian Dacey (SLT)

Mrs Caroline Howlett (SLT)

All staff allegations MUST be reported to: -

Mrs Reena Patel – Headteacher

Signing out

- Double check all personal details are correct before signing out.
- Inform staff of any incidents that would require further attention. All safeguarding information needs to be shared before you leave the building.
- Please dispose your visitors' badge before leaving the school site.
- Exit the school via the same entry gate leading on to Railway Terrace by pressing the green exit button.