Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"

2026
Visitor Policy

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	12.11.15	Approved by school's Premises, Health & Safety Committee
	2	01.10.24	Approved by school's Resources Committee
	3	12.05.26	Approved by school's Resources Committee

Amendments

v2

- Updated Deputy DSL and Safeguarding Governor information
- Updated inVentry and smoking and vaping information
- Addition of information relating to volunteers and visitor information as appendix 1

v3

- Update to reflect the new visitor monitoring system (Sign In)
- Update of safeguarding governor

Sandy Lane Nursery and Forest School
Visitor Policy

Introduction

This policy signposts visitors to a number of other school policies that they should be aware of. By registering as a visitor through the school's Sign In visitor monitoring system, you are deemed to have accepted the conditions imposed by the school whilst on its premises. Visitors will not be able to register via Sign In until they have confirmed that they have read the relevant visitor information available on the screen (see Appendix1).

A synopsis of the most relevant policies is given below. Please ask to see those which you want to study in more detail.

Acceptable Use Policy

The purpose of this policy is to define acceptable use of the computing facilities of the school in conjunction with its established culture of ethical and lawful behaviour, openness, trust and integrity.

All employees, contractors, third party users, shared service users or anyone undertaking work on behalf of the school or accessing school/Warrington Borough Council (WBC) Information and Communication systems must adhere to this policy. This policy applies to all information assets owned or leased by the school, or to devices that connect to the school network or any WBC networks and services.

Monitoring
The school/WBC does not generally engage in systematic monitoring and recording activities. However, it reserves the right to do so where there is reason to believe that misuse of its information assets or computing facilities is occurring. Any individual using the information assets or computing facilities of the school/WBC consents to such monitoring and recording.

Social Networking
You must not use social networking sites to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute. Please bear in mind that information shared through social networking applications, even if on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

Mobile Telephones
Personal mobile phones and cameras are not to be used in teaching time or on school trips.

Accessibility Plan

The school is committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. It is also committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

The school plans, over time, to increase the accessibility of provision for all pupils, staff and visitors to the school. The Accessibility Plan will contain relevant actions to:

- Improve access to the **physical environment** of the school, adding specialist facilities as necessary. This covers improvements to the physical environment of the school and physical aids to access education. For example, in September 2012, electronic doors and porch were fitted to the front entrance;

- Increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils with a disability are equally as prepared for life as are the able-bodied pupils. It also covers the provision of specialist **aids and equipment**, which may assist these pupils in accessing the curriculum;

- Improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities. Examples might include handouts, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.

British Values

At Sandy Lane and Nursery and Forest School, the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance are implicitly embedded in our curriculum and nursery life.

Complaints Policy

This school is committed to:

- A robust complaints procedure
- A positive ethos and outlook to complaints and complainants
- Access to training for staff and governors, eg, via annual discussion and review of the procedure
- Addressing the complaint informally wherever possible
- Providing a termly update about complaints to governors (anonymised where appropriate)
- Having an appropriately appointed complaints panel in place
- A whole-school approach towards dealing with concerns and complaints
- Communicating regularly with parents
- A willingness to learn from complaints where appropriate

However, the following should be taken into account:

- All complaints are unique and so there should sometimes be some flexibility in how a complaint is addressed. Where this is the case, for example changes to timescales, it should be discussed with, and agreed by all parties
- Communication is the key and a clear and mutual understanding of what is happening, why and when is useful

Confidentiality Policy

The safety, well-being and protection of our pupils are the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well-being and safety.

It is an essential part of the ethos of our school that trust is established to enable pupils, staff, and parents/carers to seek help both within and outside the school and minimise the number of situations when personal information is shared to ensure pupils and staff are supported and safe.

At Sandy Lane Nursery and Forest School, we expect all non-teaching staff, including voluntary staff, to report any disclosures by pupils or parents/carers of a concerning, personal nature to the Designated Child Protection Co-ordinator as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is to ensure the safety, protection and well-being of all our pupils and staff. The Designated Child Protection Co-ordinator will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

Dogs on School Premises Policy

Sandy Lane Nursery and Forest School does not allow dogs on its premises. This means that dogs may not be brought on any part of the Sandy Lane Campus which is in the overall control of the school.

The only exception would be dogs for the visually impaired or hearing impaired. Under the ***Equality Act 2010***, if the owner has a disability and is using the dog to help them to manage this, then that disabled person will be allowed to bring a guide dog onto the school site. ***Guide Dogs for the Blind*** provides useful information at http://www.guidedogs.org.uk/services/guide-dogs/applyforaguidedog/guide-dogs-for-children-and-young-people/.

Freedom of Information Policy and Publication Scheme

One of the aims of the Freedom of Information Act 2000 (which is sometimes referred to as FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this, Sandy Lane Nursery and Forest School must produce a publication scheme, setting out:

- *The classes of information which it publishes or intends to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in the school's publication scheme is available in paper form.

Some information which is held may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Health, Safety and Welfare Policy

Accidents and First Aid

The purpose of this policy is to state how the school deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

The primary function of the headteacher as the 'responsible person' is to organise any incident or accident investigations required as a result of an incident or accident that has taken place within the grounds and premises of the organisation and in any external location that involves a member of the organisation's employees or students.

In addition, the headteacher has a responsibility to ensure that all first aid arrangements, equipment and facilities are maintained and in good working order. They will also ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and numbers of persons to be covered. They will also ensure that first aid personnel are trained by a competent organisation and that such training is carried out and certified in a timely manner as required by the current regulations.

Finally, they will be required to ensure that any incident that is reportable under the current set of regulations ('RIDDOR') is done so in a timely manner as required by those regulations.

The headteacher can delegate specific tasks to other staff members, where agreed and accepted, and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

Asbestos

The school was constructed in 2003 and the builders have confirmed that none of the materials used contained asbestos.

Defibrillator

What the AED does
The AED is a sophisticated, reliable, safe, computerised device that delivers defibrillatory shocks to a person in cardiac arrest. It uses voice prompts to guide the user and is suitable for use by both lay rescuers and healthcare professionals. Sandy Lane Nursery and Forest School has a PowerHeat G3 Semi-Automatic AED. The PowerHeat G3 analyses the victim's cardiac rhythm, determining the need for a shock and delivering a shock where appropriate. The voice prompts will deliver a step-by-step guide on what action to take, including when to perform manual CPR.

Use of the AED
An AED should be applied to any casualty who is unconscious and not breathing properly.

Emergency and Critical Incidents

The school has a policy to deal with emergency situations, including but not limited to:

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- The death of a pupil or member of staff through natural causes or accidents
- The murder of a pupil by a parent or stranger
- Meningitis deaths
- Pupil suicide
- A transport-related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism
- Assault on pupil or teacher
- Serious injury of pupil or teacher
- Terrorism
- Falling aircraft
- Fraud
- Theft
- Computer failure
- Fire
- Flood
- Storm
- Snow
- Swarm of bees/wasps/infestation
- The consequences of criminal activity
- Arson attacks

Fire Safety

It is the overall aim of Sandy Lane Nursery and Forest School to minimise the risks to children, parents, carers, staff and visitors which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire Safety Management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/fire awareness training has taken place
- To produce an emergency plan and put up fire notices (see Appendix 1 Fire Evacuation Plan)
- To conduct fire drills
- To check adequacy of fire-fighting equipment and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Logbook is kept up to date and accessible

Fire Procedures

Notices displaying the fire procedures are displayed at each fire alarm call point.

Smoking

Warrington Borough Council has had a policy on smoking since 1994 and has been smoke-free within administrative areas since then.

However, in response to the Health Act and the Health Improvement and Protection Regulations implemented on 1 July 2007, the school has a legal requirement to ensure its workplace is totally smoke-free.

Since introducing the existing policy in 1994, there is now a widespread acceptance of the adverse effects of passive smoking and the scope of the smoking policy has therefore widened in order to comply with the smoke-free legislation.

The smoke-free legislation widens the council's responsibilities and its policy ensures a consistent and fair application of the legislation throughout the council.

The Smoke-Free and Vape-Free Work Policy applies to all Warrington Borough Council employees, councillors, members of the public who use our premises/services, contractors and any visitors. Certain exemptions are contained in the policy.

The Smoke-Free and Vape-Free Work Policy forms part of the council's corporate Health, Safety and Welfare policy arrangements and version 6 was adopted by the school's Premises, Health and Safety Committee in March 2019.

Violence and Aggression

The governors of Sandy Lane Nursery and Forest School realise their health and safety responsibilities and will take all reasonable, practicable steps to safeguard members of staff, pupils and visitors to the premises.

In dealing with violence and aggressive behaviour, the governors will, to the best of their ability, ensure that systems are in place, understood and acted upon in an attempt to deal with a problem which is giving increasing cause for concern.

Safeguarding and Child Protection Policy

Sandy Lane Nursery and Forest School fully recognises its duty towards safeguarding and promoting the welfare of children under Section 175 of the Education Act 2002.

The governing body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within school to identify, assess, and support those children who are suffering harm.

The aim of this policy is to establish a 'whole school' approach to safeguarding children, in order to:

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care, undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

Volunteers

We believe that volunteers provide a valuable contribution to the school's work and can enrich the school through the breadth of their knowledge and experience. The school welcomes applications from volunteers, the details of which can be found in our Volunteers Policy available on the school's website.

All appointments of volunteers are conditional upon the completion of an interview, enhanced DBS check and other appropriate safeguarding an recruitment checks and relevant training. Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation and sight of the enhanced DBS check before a volunteer is allowed to start any placement at the school.

Accountability

All staff, volunteers and governors working in the school are responsible for the operation of this policy.

- The Designated Senior Person for the school is:
  Kirsten Matthews, Deputy Headteacher, SENDCo, 01925 623640

- In their absence, the Deputy Designated Persons are:
  Marcia Atherton, Headteacher, 01925 623640; and
  Nikki Carney, Deputy SENDCo, 01925 623640

In addition, the governing body has a Designated Governor for Safeguarding.

- The Designated Governor for Safeguarding is:
  Catherine Maguire, Co-opted Governor, 01925 623640

Whistleblowing Policy

The local authority and the school governing body are committed to the highest possible standards of transparency, probity and accountability. We would therefore encourage employees and those with whom we work in partnership to come forward with any serious concerns they may have about any aspect of their work. The earlier a concern is raised, the easier it is to take action and deal with the matter.

This procedure outlines the process for reporting any serious concerns relating to unlawful conduct, malpractice or dangers to the public or the environment within the school's or local authority's activities. The areas covered by the policy include:

- Criminal offences (including fraud, bribery and corruption)
- Failure to comply with any legal obligations to which the school or the local authority is subject
- Miscarriage of justice
- Danger to health and safety
- Damage to the environment
- An attempt to cover up any of the above

Appendix 1 – Visitor Information

Sandy Lane Nursery and Forest School

Quick Reference Guide for Adults Visiting or Working in Our School

Visitor's Pass
On arrival, you will be given a visitor's pass—please ensure that this pass is worn and remains visible throughout your stay. Please return your pass to our office at the end of your visit

Safeguarding
The designated safeguarding lead is Kirsten Matthews; Deputy Safeguarding leads are Marcia Atherton and Nikki Carney. To report any safeguarding concerns, please speak to a designated safeguarding person. A copy of the school's safeguarding policy is available on the school website www.sandylanenurseryschool.co.uk and also in the staffroom

Whistleblowing
Sandy Lane Nursery and Forest School follows Warrington Borough Council's policy for reporting and suspected wrong doing in the workplace. We actively encourage all staff and visitors to report any serious concerns to the school's designated safeguarding leads

Mobile Phones
Phones are not permitted in the classrooms. You will be asked to leave your phone at reception where it will be stored securely, or for supply staff, in your allocated locker. Phones left at reception will be given back to you on signing out. Any professionals allocated a meeting space will be asked to leave their phones in the allocated office if visiting the classrooms. Phones must only be used in school office space or the staffroom

Fire Safety
Fire exits are clearly signposted around school. The evacuation point is in the main nursery garden at the back of the building

Health and Safety
If you have a health and safety concern, you have a duty to report it immediately to a member of school staff. Smoking or vaping is not permitted anywhere on school premises

Risk Assessments
Risk assessments are carried out by school staff and overseen by the school leadership team to comply with legislative requirements. These risk assessments consider possible hazards, who could be harmed and how we can mitigate risk

Accident Reporting
All accidents need to be reported via the school systems. If you have or witness an accident, please inform a member of staff immediately

Toilets
There are adult toilets in the main reception area and in the main corridor