



Aston Rowant C+E Primary School

WAC Visitor Policy

Mission Statement

Growing together, rooted in God, enjoying fullness of life. Colossians 2:1-7

Date of Policy: January 2026

Date of review: January 2027

Head Teacher: Mrs Helen France

Date: January 2026

Chair of Governors: Mr Tom Sowerby

Date: January 2026

Aston Rowant Wrap Around Care (WAC) is committed to providing a safe and secure environment for the children in our care. When we have visitors to our club we need to ensure that this will not have a detrimental effect on the children and that the person in question has a valid reason for visiting the club. Accordingly, when a visitor arrives at the club we will follow the procedure set out below

- All visitors to the Club must sign the **Visitor Log or keypad.**
- The identity of the visitor will be checked and this will be recorded on the **Visitor Log or keypad..**
- If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, eg Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of the Headteacher.
- The reason for visit will be recorded.
- Visitors will never be left alone or unsupervised with the children.
- If a visitor has no reason to be on the school's premises staff will escort them from the premises.
- If the visitor refuses to leave, staff will call the police. In such an event an **Incident Record** will be completed and the manager will be immediately notified.
- When a visitor leaves the premises, we will record the time of departure on the **Visitor Log or keypad..**