 Unicorn Preparatory School	UNICORN PREPARATORY SCHOOL	Policy No
	Section (8) Health and Safety Matters Visitors Policy	8.10

This policy is fundamentally aimed at people/persons who are not dropping off children at school for the purposes of attending class

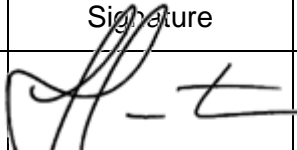
INTRODUCTION

Control measures should be in place at security to ensure that children are picked up by parents and not predators. The hours after drop-off and pickup should also be controlled to prevent unsavoury persons entering the premises and persons entering the premises should sign in, in a visitor register.

GENERAL GUIDELINES

To ensure the safety and security of employees and pupils from visitors consider the following;

- This policy needs to be uploaded to the school website and distributed to the general parent body.
- A board containing a Liability disclaimer should be placed at the main entrances to the school.
- All visitors, between the hours of 07:45 and 12:30, must sign in as requested by the guard on duty at the second gate.
- All employees and parents who use vehicles into the school daily need to be issued with windscreen stickers so that they can be used to identify their vehicles when pupils are being dropped off and picked up to minimise the time taken to sign in. All vehicles that do not have the stickers must sign in at the entrance.
- Drop off and pickup areas should be monitored by security cameras.
- All persons that have made appointments to see employees or pupils of the school must sign in at the front office and have their security slip by a member of the admin staff.
- When sick children are picked up from the school or children leave the school for whatever other reason, they must be signed out by the adult removing them. Ideally this should be a parent.
- If the administration staff members feel uncomfortable with an adult sent to pick up a child, they must report it to the headmaster immediately.

Revised by	Revision Date	Approved / Ratified by	Signature	Date
I Houston	03-09-2018	Man Comm		03-09-2018