



Visitors' policy

Young Dancers Academy takes the safety of its students as paramount importance. All visitors will be asked for photographic ID if unknown by the senior management team. Visitors will be accompanied throughout their visit by a member of staff. The school attaches the highest priority to ensuring that all the operations within the school are delivered in a manner that is safe and healthy for all, as such visitors must assist us in this by doing the following:

1. Ensuring you are compliant with the school's current COVID-19 requirements, a copy will be sent to visitors prior to the visiting.
2. Reading and adhering to the school's safeguarding policy and code of conduct.
3. Remembering that it is not acceptable to film/photograph or record audio or video data without the express permission of a member of staff
4. Taking reasonable precautions to safeguard your own health and safety
5. Visitors will be asked to sign in and out and to wear a visitor lanyard throughout their time in school.
6. Respecting the fact that this is a school, and the safety and security of our students is paramount.
7. Reporting immediately to a member of staff in the event of an accident.
8. Proceeding calmly with the member of staff to the designated fire meeting spots if the fire alarm sounds.
9. Following the instructions of the school if the school is placed into a 'lockdown' situation.
10. Using the appropriate toilets; adults to use staff facilities, children to use students facilities.
11. Reporting to the school office or any member of staff anything you may have seen/heard which is of concern.

This policy is supported by: KCSIE 2021, the schools' Health and Safety policy, First Aid and Covid policy for visitors.

Policy written by:	Kerry Williams – Executive Director
Approval body:	SMT
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