



**LONDON VOCATIONAL**  
BALLET SCHOOL

**Visitors' policy**

London Vocational Ballet School 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 if they have not produced prior to the visit an Enhanced DBS certificate which has been checked by the DSL or a member of the Safeguarding team.

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. Reading and adhering to the school's safeguarding policy and code of conduct.
2. Remembering that it is not acceptable to film/photograph or record audio or video data without the express permission of a member of staff
3. Taking reasonable precautions to safeguard your own health and safety
4. Visitors will be asked to sign in and out and to wear a visitor lanyard throughout their time in school.
5. Respecting the fact that this is a school, and the safety and security of our students is paramount.
6. Reporting immediately to a member of staff in the event of an accident.
7. Proceeding calmly with the member of staff to the designated fire meeting spots if the fire alarm sounds.
8. Following the instructions of the school if the school is placed into a 'lockdown' situation.
9. Using the appropriate toilets; adults to use staff facilities, children to use student's facilities.
10. 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 2023, the schools' Health and Safety policy and First Aid policy.

Policy written by Kerry Williams – Head of Pastoral Care and Safeguarding  
Approval body: LVBS Trustees  
Revised date: September 2023  
Review Schedule: 1 year  
Next review date: September 2024