



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 Senior Management 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, and 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 LVBS 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 or incident.
7. Proceeding calmly with the member of staff to the designated fire meeting spots if the fire alarm sounds. Visitors should follow signage and ensure they safely escort students to nearest exits.
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/visitor facilities, children to use student's facilities which are marked clearly.
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