

Protocol for Visitors to Cambourne Village College

Please read and observe the following when visiting the College

Child Protection and Safeguarding

Cambourne Village College fully recognises its responsibility under section 157/175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children. A copy of our Child Protection and Safeguarding Policy is available on our website and on request from Reception.

Unless the College has the necessary barring and disclosure evidence, visitors will be supervised at all times while on the school premises. Visitors will be allocated a lanyard based on their visitor status, which must be visible at all times.

Visitors to the school, should not attempt to speak to, or otherwise make contact with any pupil except under the supervision of a member of staff, and as part of the pre-agreed remit for their visit. Only visitors with appropriate DBS clearance will be permitted to meet with pupils alone, as part of their planned professional duties.

Should you have a concern about the safety or welfare of a pupil at any time, please report this immediately to a member of staff. They will support you in logging the concern with the Child Protection and Safeguarding team.

Additional Measures for Visitors Under COVID-19

Wherever possible, visits to the school site should be avoided, and contact made by phone or email.

Where a visit is essential, it must be pre-booked and the reception staff informed. Only one parent or carer should attend a meeting about a child wherever possible.

Please do not arrive at school to see a member of staff without an appointment; unplanned meetings cannot take place.

Visitors may be asked to wait outside if there are other visitors already in the reception area.

Visitors will be asked to leave their name and contact details for Covid tracking purposes.

Visitors must wear a mask at all times.

Hand sanitiser must be used upon entering the building.