

Ashfield School



**School Visitors Policy and Procedures
for School Sports Events during the
school day 9am-3pm**

Visitors to the School

All school staff linked to the school sports events are required to enter the school via the designated entrance – either main reception or P16 drive.

At times when the security gates are closed, all school staff attending the event must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.

Once on site, all school staff attending the event must report to and be directed by PE staff and P16 Sports Leaders and sign in as staff at the event.

As this is a sporting event all school staff must wear their school identification badges.

School staff attending the event will then be supervised by PE staff, and P16 Sports Leaders throughout their visit.

Visitors Departure from School

On departing the school, school staff attending **MUST** leave via the gate they entered

Enter their departure time on the sign in sheet at the venue.

No Parents will be permitted to attend school sports events held in school time, due to national safeguarding policies, and school supervision.