**Governor Visiting Log**

Name of Governor: Visiting: Date:

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| **Purpose of visit** |  |
| Priority Target in School Development Plan and/or any specific actions |  |
| **Question Prompts** | |
| What is new, or has changed? |  |
| What now happens because of the change? |  |
| What is the effect on children’s learning? |  |
| How do you know? |  |
| Evidence seen |  |
| Impact and any other comments |  |
| **Pupil Attitudes and Behaviour** | |
| **Observations/interviews:** Record any findings from your visit pertaining to:   * *the behaviour of the children* * *attitudes to their learning* * *attitudes to environment/others* * *bullying* * *e-safety* |  |
| **Behaviour Book**  *Are there any trends and/or patterns in the behaviour book which might suggest a single cause or issue?* |  |
| **Attendance**   * *What is the current level of attendance?* * *Are we on track to exceed 97%?* * *Have absences been followed up with a first day response? How do you know?* |  |
| **Safeguarding** | |
| **Single Central Register**  *Is it up to date? Are all staff trained to L1? Is ‘Designated Lead training up to date?* |  |
| **Reporting a concern**  *Do staff know what to do if they have a child protection concern? How do you know? Ask?* |  |
| **Health & Safety**   * *Are risk assessments up to date?* * *Have you observed any hazards during your visit?* * *Has the asbestos register been signed by visiting workmen?* * *When was the last fire-drill carried out?* * *Were you asked to sign in and out and read the information sheet and visitor policy?* * *Are equipment/smoke alarm logs up to date?* |  |
| **First Aid Book**  *Are there any trends and/or patterns in the behaviour book which might suggest a single cause of issue?* |  |
| **RIDDOR (**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.)*Have there been any reportable accidents/near misses reported? If so what was the outcome?* |  |