



Chapelford Village Primary School

Visitor to School Policy

Links with other policies:

Child Protection & Safeguarding Policy
Preventing Extremism & Radicalisation Safeguarding Policy
Health and Safety
Code of Conduct

Learn

Achieve

Respect

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DOCUMENT STATUS

Version	Date	Action
1	Summer 2009	Adopted by Governing Body
1	Autumn 2011	Reviewed
2	Spring 2016	Updated and Adopted by Governing Body
2	Autumn 2018	Reviewed

POLICY

POLICY FOR VISITORS TO SCHOOL

OVERVIEW

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

OBJECTIVES

- To prevent unauthorised persons from entering school.
- To make visitors welcome.
- To ensure that visitors are monitored and checked.
- To monitor visitors carefully during their time in school.
- To be able to account for, and locate, visitors at all times.

STRATEGIES

- External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception office.
- All visitors will report to the school reception office where they will be welcomed and asked for their details and for the name of the person they need to see. Photographic ID may be asked for.
- Visitors must sign-in on the visitor kiosk and sign out as they leave.
- Each visitor will be given an identification badge that must be worn visibly at all times.
- Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
- Visitors will be accompanied, or supervised, during the whole of their time in school. In the event of an emergency, visitors will remain with this person(s) and ensure their safe evacuation from the premises and remain with them at the fire assembly point.
- The site maintenance officer is responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the site maintenance officer if they are not already known to him/her. He/she will alert senior staff of their presence.
- The Headteacher must be informed immediately if members of the Police, Fire service, Local Authority, OFSTED, or other official bodies, arrive at school unexpectedly.
- Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the Police should be summoned to remove them.

HOSTING SPEAKERS ON SCHOOL PREMISES

Through hosting external speakers, the school will provide a safe space for pupils to engage with a variety of issues and hear and debate different perspectives. When hosting a speaker, the school will research before agreeing to host:

- The topic of the event
- The speakers reputation
- Any risks to the school's reputation and ethos
- The status of the speaker, including their previous comments, by carrying out checks on internet search engines and across social media sites.
- The views of the Prevent Co-ordinator/Local police teams

This school ensures that any person invited to speak are suitable, checked and monitored and all safeguarding procedures are followed.

OUTCOMES

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.