



Visitors to School Policy

This policy is intended to ensure that all our children and staff learn and work in an environment where they are safe and free from harm. Visitors to our school are welcome as we believe that they bring a wealth of skills and experience that can enhance our pupils' learning.

Visitors Invited to the School

Before a visitor is invited to the school the Headteacher/School Business Manager must be informed, with a clear explanation as to the relevance, purpose, date and time of the visit.

All visitors are expected to be positive role models for the pupils and any messages communicated to pupils must:

- Support our school values and fundamental British values
- Be consistent with the ethos of the school
- Not seek to glorify criminal activity or extremism or seek to radicalise students through extreme or narrow views of faith, religion or other ideologies.

General Entry/ Exit Procedures

The standard procedure is for all visitors to enter by the Main Entrance and to be welcomed by the office staff. They will be asked to enter their name, where they are from/who they represent, whom they wish to see, time in and, on leaving, time out. One of the office staff will initial to say they have seen identification. The office staff are primarily responsible for being the admitting adult for visitors to the school. If any other staff act as admitting adult they must ensure the correct protocols are followed. At NO time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Visitors should not be admitted through any other door, unless it is in the case of parents/carers/friends attending a performance/stay and learn session etc., when another door may be more suitable/accessible.

The office staff will issue the visitor with a visitors badge and point out the evacuation procedures which are printed on the reverse.

Non-regular visitors are escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. Unless they are regular visitors to pupils/school who know exactly where to locate their pupils for observation/examination.

All non-regular visitors who do not have a DBS clearance MUST be supervised by a member of staff at all time while on site.

If a member of staff is in any doubt about the visitor, they must ask the visitor to wait in the entrance and inform the Headteacher, or Deputy Headteacher if the Headteacher is unavailable.

Office staff will check the visitors' book during the lunch break and at the end of the day to establish that all visitors entered in the book have a time of departure entered against their name, or (if not) whether they remain in the school.

When visitors leave the school they will need the code to exit the security gate. To prevent children from discovering this code, this is recorded on a card near the door which can be shown to the visitor.

Parents/carers/Carers

Parents/carers/carers who bring children into school after the start of the school day due to hospital, dental appointments etc. need to report to reception at the Main Entrance. A member of staff will collect their child and take them to their class. They must not leave their child without seeing a member of staff and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

Parents/carers who are assisting in school as volunteers must follow the signing in process but on receipt of their visitor's badge they may then proceed to the class in which they will be working, this will have been organised by a senior member of staff by prior arrangement. There is a separate induction process for volunteers.

Parents/carers who come into school to attend a performance or meeting will be supervised at all times by staff and may be admitted through a door other than the main entrance

Unknown/Uninvited Visitors

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge.

If the visitor refuses to comply, they will be asked to leave the site immediately. The Headteacher/ Deputy Headteacher must be informed and will consider the situation and decide if it is necessary to inform the police.

If an unknown/ uninvited visitor becomes abusive or aggressive they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Visitor Agreement

All visitor(s) to our school are required to sign in and by doing so agree to the following :

All visitors are expected to be positive role models for the pupils, and any messages communicated to pupils must:

- Support our school values and fundamental British values;
- Be consistent with the ethos of the school;
- Not seek to glorify criminal activity or extremism or seek to radicalise students through extreme or narrow views of faith, religion or other ideologies.

Identification

Photo ID must be provided and the issued identification badge provided by the office staff must be worn at all times. Staff in school may challenge you if identification is not visible.

Mobile Phones

All mobile phones must be on silent/switched off and out of sight (e.g. in a handbag or pocket). They must not be accessed in a space where children are present.

Safeguarding

Any concerns regarding pupils or staff should be referred as soon as possible to the Designated Safeguarding Lead, or, one of the Deputy Designated Safeguarding Leads.

DBS

Visitors without a current DBS clearance should not approach or speak to children without a member of staff present.

Fire

If a fire alarm sounds, please leave the classroom or work area by the nearest exit and make your way to the assembly points on the playground. Procedures can be found on the reverse of your Visitors badge.

Health and Safety

Visitors need to exercise due care and attention, and report any obvious hazards, concerns or accidents to the school office. The Asbestos Register must be checked/signed by all contractors prior to work commencing.

Photography

No photos are to be taken on the school site without the permission of the Headteacher/School Business Manager.

Please note, the whole school site (including the grounds) is a NO SMOKING area (including vaping/electronic cigarettes).

Signed.....

Name..... Date.....