



# ***Downholland Haskayne CE Primary School***

## ***Visitors Policy***

### ***Aim of the Visitor Policy***

To safeguard all the children during school hours whilst following the curriculum and out of school hour's activities.

The ultimate aim is to ensure children at Downholland Haskayne CE primary School can learn and enjoy extra-curricular experiences and enhance classroom opportunities in an environment where they are safe from harm.

### ***Objectives***

To have in place a clear protocol and procedure for the admittance of visitors to the school which is understood by all staff, governors, visitors and parents.

Where and to whom the policy applies:

- All teaching and non-teaching staff employed by the school
- All visitors entering the school site during the school day or for after school activities including parent volunteers, peripatetic teachers, sports coaches and topic related visitors
- All governors of the school
- All parents (particularly parent volunteers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance contractors visitors invited to the school

Before a visitor is invited to the school the headteacher or senior teacher should be informed, with a clear explanation as to the relevance and purpose of the visit, the intended date and time for the visit. Permission must be granted by the headteacher or senior teacher before a visitor is asked to come in.

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and are informed of the procedure for visitors as set out below:

- All visitors / volunteers must report to the main office. Visitors must not enter the school via any other entrance.

- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification and a DBS if required.
- All visitors will be asked to sign in and out of the visitors book
- Contractors will be asked complete site induction
- All visitors will be required to wear an identification badge or visitors badge identifying who they are and the fact they are an authorised visitor to the school.
- Visitors will be escorted to their point of contact if required. The contact will then be responsible for them while they are on site.

### ***Contractors***

All contractor must make an appointment prior to their visit.

On arrival they will be asked to complete the contractor's induction. Contractors are required to:

- Comply with the site rules and code of conduct.
- Identify themselves on arrival at the reception.
- To be escorted to the required place and supervised if necessary.
- Staff will be informed of any contractors on site.
- If contractors are required to move around the school they will be escorted by a member of staff.
- Under no circumstances may contractors access toilet areas unless work is being carried out and the children will be excluded from the area.
- Contractor must not work where teaching is taking place unless given permission to do so by the Headteacher.
- Report to reception when work completed.

### ***Unknown / uninvited visitors to the school:***

1. Any person on the site who is not wearing an identity or visitors badge should be challenged politely to enquire who they are and their business on the school site.
2. They should then be escorted to the reception area to sign the visitor or contractors book and issued with a visitors badge. The procedure for invited visitors then applies.
3. 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.

**As much as we encourage volunteers and visitors and we appreciate the help they give to the school, failure to comply with this policy will result in visits being stopped for that individual in the interest of safeguarding our children.**

**In the event that any contractor does not comply with school policies they will be asked to leave the site immediately and the headteacher or senior teacher will be informed promptly.**