



**St. John's C. of E.**

Blackpool's First Free School 1817

# Visitor Policy

Last updated: October 2020

## **Statement of intent**

This policy is designed to outline St John's CE Primary School's policy regarding visitors to our school building and grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## **Authorisation**

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01253 807495.

The office will record in the school calendar the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

Teachers, or other staff members, arranging visitors to the school for educational or pastoral purposes will collate all the above required information and pass this on to the school office for the recording in the school calendar.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the senior leadership team.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## **Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the reception staff, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit
  - Expected length of visit

- Sign-in using the Invenry Visitor system
- Display ID badges provided at all times while on school property
- Sign-out using the Invenry visitor system upon departure
- Return ID badges to the school office before departure

Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.

Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors are made aware there is no parking available on site.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

### ***Exceptions***

Visits to the school by contractors should be arranged and accompanied by either the Business Manager or Site Supervisor.

Parents/caregivers/friends/relations, etc. attending scheduled parent events, plays and performances or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school building where the events are taking place (for example the classroom, school hall, etc.).

### ***Unidentified individuals***

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

### ***Visitor conduct***

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and/or physical abuse towards members of school staff or the wider community.

The Governing Board expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right

to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence.

We expect parents and other visitors to behave in a reasonable way towards members of school staff. This policy outlines the steps that will be taken where behaviour is unacceptable.

The following types of behaviour are considered serious and unacceptable and will not be tolerated:

- Shouting at members of school staff, either in person or over the telephone;
- Physically intimidating a member of staff, e.g. standing very close, pushing them;
- The use of aggressive hand gestures;
- Threatening behaviour;
- Shaking or holding a fist towards another person;
- Swearing;
- Physical assault, e.g. slapping, hitting, kicking, spitting;
- Breaching the school's security procedures.

This list is not exhaustive but seeks to provide illustrations of such behaviour. Unacceptable behaviour may result in the local authority and the police being informed of the incident.

### ***Procedures for dealing with unacceptable behaviour***

St John's CE Primary school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, St Johns' CE Primary School has the right to request a banning order from the LA for the individual in question.

In imposing a ban, the following steps will be taken:

- The parents or carers will be informed, in writing, that he or she is banned from the premises, subject to review. The letter will explain what will happen if the ban is breached – police involvement or an injunction application will follow.
- Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included;
- The Chair of the Governing Board will be informed of the ban
- Where appropriate, arrangements for pupils being delivered to and collected from the school gate will be clarified.

### ***Monitoring and review***

This policy will be monitored and reviewed every two years by the Business Manager.

Amendments to the policy will be communicated to all members of the school community.

### **Addendum – Coronavirus**

During the Coronavirus pandemic additional restrictions and procedures will apply to all visitors to school.

- All visitors must have a valid / essential reason to come into school
- All visitors will need book an appointment in advance through the school office
- Visitors will be required to confirm they are symptom-free before attending
- All visitors must wash hands on entry and prior to leaving school
- Social distancing to be maintained at all times
- Numbers of attendees at meetings or sessions must be strictly limited
- Where possible, meetings with children, are to be conducted outdoors or in well-ventilated rooms.