



ST SAVIOUR'S C OF E PRIMARY SCHOOL



SCHOOL VISITORS POLICY & PROCEDURES

School Visitors Policy and Procedures

1. Introduction (Policy statement)

St Saviour's C of E Primary' School is a 1 form entry primary school and nursery. All visitors are warmly welcomed and make an important and valued contribution to the life and work of the school.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS without exception comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

2. Definition

A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a pupil currently on roll.

3. Roles and Responsibilities

The Governing Body has delegated responsibility for the leading and managing this key element of school life to the Head Teacher. The Head teacher will work closely with members of staff to ensure the implementation, co-ordination and review of this policy.

All school staff has a responsibility individually and collectively to work together to ensure the health, safety, security, and well-being of our children, in collaboration with parents and visitors.

4. Aims

To safeguard all children under the school's responsibility both during school hours and out of school activity hours arranged by the school. The ultimate aim is to ensure that pupils at the St Saviour's C of E Primary' School can learn and enjoy school in an environment that is safe from harm at all times.

5. Objectives

To have in place a clear protocol and procedures for admitting external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

6. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the boundary fence), during normal school hours, during breakfast and after school clubs, and on school organised (and supervised) off-site activities.

This policy applies to:

- All teaching and non-teaching staff employed by the school
- All pupils
- All governors of the school
- All parent and volunteers
- All Contractors and Tradesmen
- All other education related personnel (e.g. Advisors, Inspectors)
- All other external visitors entering the school site during the school day or during out of school activities (e.g. breakfast and after school clubs).

7. Child Protection and safeguarding

Staff:

- All staff are required to have read at least part 1 of the DFE document 'Keeping Children Safer in Education' statutory guidance for schools and colleges.
- All staff will participate in a programme of training 'Keeping Children and Young People Safe in School'.

Governors/parent helpers/volunteers:

- All Governors/parent helpers and Volunteers must comply with current DBS procedures.
- Any persons participating in regulated activity (i.e. working with children unsupervised on a regular basis) are required to have a DBS check.
- Parents/volunteers are permitted to assist on an ad hoc or occasional basis (e.g. giving a talk to a class or a school visit) as long as they are not left unsupervised.
- Any person without a current DBS check cannot be left unsupervised with children.

Contractors and Tradesmen:

- All contractors and tradesmen must be supervised at all times by the Premises Manager or Assistant Premises Manager. If neither is available then another member of staff must make themselves available.
- No contractor or tradesman is permitted to work in, or move around the school, unsupervised when pupils are on site.

External Agencies:

- The member of staff inviting an external agency or visitor to the school must ensure that the nature and reason for the visit is clear. Both the agency and the member of staff must be aware of the aims, objectives and any specific details of the visit.
- Relevant staff (e.g. school office) needs to be informed of the presence and remit of the visitor.
- The member of staff inviting the visitor must ensure their visit meets Health and Safety guidelines and that they are supervised at all times.

8. Visitors Access arrangements / General Procedures

All visitors to the school may be asked to bring formal identification with them at the time of their visit and should be informed of the procedure for visitors as set out below.

Arrival:

- When the security gates are closed, all visitors must stop at the gate and press the call button to gain access to the site. They will need to explain who they are and the purpose of their visit.
- Once on site, all visitors must report to reception. No visitor is permitted to enter the building via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the electronic system which is in reception.
- Each visitor will be issued with a printed visitor pass and lanyard. Their. This must be visible at all times as their identification badge.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The point of contact will be responsible for the visitor while they are onsite.
- The visitor must not be allowed to move around the school unaccompanied.
- Late Children – Parents are bring their child to the school reception and explain the lateness. A member of staff (normally from the school office) will escort the child to their classroom. Parents are not permitted to enter the school to take their child to their classroom.
- Supply staff and other known regular visitors working in the school (e.g. SENCO, speech & language co-ordinator, AWO, school nurse) may be offered a temporary visitors or supply pass in order to move around the

school. Passes will only be issued to visitors who would already be expected to have had an enhanced DBS check, as the pass allows freedom of movement within the school often unsupervised.

- No visitor should be allowed access through the school under any circumstances without first reporting to reception and following their procedures.

Departure

- All visitors must leave via reception.
- All visitors must enter their departure time in the electronic system.
- All visitors must return their identification badge and lanyard at the time of their departure.

9. Unknown /Uninvited visitors to the school

Through the use of secure fencing, electronic door locks and consistently applied procedures, the school will aim to be as secure as possible, while at the same time being a welcoming environment. In a very small number of occasions, a visitor who is unfamiliar with the school may unwittingly gain access. The school will treat all visitors politely, but will ensure the safety of pupils and staff.

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and what the nature of their business is on the school site.

If the visitor has a valid reason for their visit they should then be escorted to reception to sign the Electronic system and be issued with an identity badge. The procedures under 'Visitors Access arrangement/General Procedures' then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and either the Head Teacher, a member of the Senior Leadership team, or the School Business Manager then informed promptly. A decision will be made whether 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.

Under section 547 of the Education Act 1996 the presence of an unwanted visitor in a school or school grounds may be a criminal offence. Schools have a power in common law to bar the person from the premises if a member of staff or pupil feels threatened by abusive or aggressive behaviour. Simply trespassing on the premises however does not constitute the offence in itself.

10. Linked Policies

This policy should be read in conjunction with other related school policies, including:

- Safeguarding policy
- Child Protection Policy
- Health and Safety Policy
- Fire safety Policy
- Confidentiality Policy

11. Approval

The above Visitors policy and procedure to be approved by order of the Governing Body of St Saviour's C of E Primary' School:

Signed:
(Head Teacher)

Name:
(PLEASE PRINT)

Dated:

Signed:
(Chair of Governing Body)

Name:
(PLEASE PRINT)

Dated: