

Visitors' Policy

Burchetts Green CE Infant School



Aim

To have in place a clear protocol and procedure for visitors, which is understood and implemented by all staff, governors and visitors (including parents/carers). This policy supports our Safeguarding and Child Protection policy and the arrangements for individuals coming onto the premises.

Policy Statement

Visitors are very welcome to Burchetts Green CE Infant School; however, it is our school's responsibility to ensure that the security and wellbeing of our pupils and staff is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented 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 procedure.

Policy Responsibility

The Headteacher is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher.

Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours on school organised (and supervised) off-site activities, and activities run by the school at the beginning and end of the school day.

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after-school activities (including supply teachers/peripatetic tutors/sports coaches/work experience students and topic-related visitors e.g. authors, journalists)
- All Governors of the school
- All parents/carers (including volunteer helpers)
- Other education-related personnel (ODST representatives, County Council staff, inspectors, health care professionals etc.)
- Buildings and Maintenance Contractors

Protocol and Procedures

Planned visitors to the school

- All visitors to the school may be asked to provide formal identification at the time of their visit. For visitors attending in a professional capacity, ID will be checked along with assurances of appropriate DBS checks.
- Where possible the school office should be informed of all pre-arranged visitors to the school and the visit should be added to the electronic office diary.
- All visitors must report to the school office/reception first and should not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign-in by entering their details in the Visitors' book
- All visitors will be required to wear a Visitors' sticker, which must remain visible throughout their visit.
- All visitors should be made aware of whom the Designated Safeguarding Lead is for child protection and that any safeguarding concerns should be reported to them. This information is displayed in the school at arrival
- Visitors will be escorted to their point of contact or their point of contact will be asked to come to the school office/reception to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the school office. They should ensure they have signed out.
- Visitor logs will be retained for six years.

If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Unknown / unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- They should then be escorted to the school office/reception to sign in and be issued with an identification sticker.
- The procedures for *planned visitors to the school* apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or a senior member of staff should be informed promptly and consideration given as to 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.

Any parent/carers asking to speak with a member of staff informally, (e.g. at the end of the school day), should be treated as an unplanned visitor. If a staff member wishes to invite them in to the school, they must follow the procedure. Ad hoc conversations at the school gate do not require parents/carers to be signed in.

Governors and Regular Volunteers

All governors and regular volunteer helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) and the requirements as set out in Keeping Children Safe in Education. Further details are available in our Volunteer Policy. All governors and volunteer helpers should follow the procedures as stated for *planned visitors to the school*.

Events or Ad Hoc Support

Parents or community volunteers may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby / job / faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place.

Visitors to the school are welcome for events run by the school or in partnership with the school, (e.g. a PTA event such as a Summer Fete or Celebration Assembly). Arrangements for individual events will be considered on a case-by-case basis but typically, any event welcoming visitors whilst school have responsibility for pupils will require visitors to sign in. For large-scale events, a paper system is permitted. For events run for parents/carers to attend with their child outside of school hours, (e.g. a PTA cake sale), visitors do not need to be signed in. DBS or barred list checks are not required for visitors in these circumstances.

Contractors/Tradespeople

Contractors/tradespeople should follow the procedures set out for *planned visitors to the school*.

Linked Policies

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

- Keeping Children Safe in Education
- Child Protection & Safeguarding Policy
- Health and Safety Policy
- Volunteer Policy
- GDPR