

Old Palace Primary School

Visitors Policy

1. Beliefs

Old Palace Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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, nuisance or inappropriate influence. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **all visitors** (without exception) to comply with the following policy and procedures. Failure to do so may result in the visitor being escorted from the school premises.

2. Aims

- To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents and adheres to child protection and safeguarding guidelines.
- To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

3. 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 school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Visitors are defined as all people other than current staff members, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

4. Protocol and Procedures

4.1 Visitors Invited to the school:

- a) Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. If agreed the proposed visit should be entered into the school diary and the School Business Manager Informed. She

will then complete a google search using the name of the visitor and the organization they represent to ensure there are no reasons to deny entry.

- b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:
- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school diary
 - Where DBS clearance has been provided prior to the visit a member of the admin team will update the approved visitors list.
 - All visitors must report to the school reception desk in the general office.
 - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photo identification. All visitors will be asked to sign the school's visitor register making a note of their name, organisation, who they are visiting and the date.
 - Once the visitor has been signed in, an appropriate visitors badge will be provided. (White Badge = DBS Cleared) (Pink Badge = Non DBS Clearance)
 - All visitors are required to wear the visitor badge for the duration of their visit.
 - All visitors will be given basic safeguarding & health and safety information; this is also printed on the reverse of the visitor's badge.
 - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site. Visitors without a DBS (those wearing a PINK badge) must be supervised at all times.
- c) On departing the school, visitors should leave via the school reception and:
- Sign out.
 - Complete an evaluation form (optional).
 - Return the identification badge to the school office.

4.2 Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record **AND**
- b) A current clear entry on the DBS children's barred list.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitors register). A list of such approved visitors is kept by the School Business Manager responsible for HR and the Single Central Record.

4.3 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. The procedures under "Visitors to the School" above will then apply. In the event that the visitor

refuses to comply, they should be asked to leave the site immediately and the School Business Manager or the Head/ Deputy Headteacher informed. They 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.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

4.4 Governors and Volunteers

Where applicable volunteers (such as business partners) must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role.

All Governors are required to have an Enhanced DBS check once they have been appointed and the same procedure of set out in 4.1 will apply when visiting the school. All governors should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

4.5 Buildings and Maintenance Contractors

Contractors follow the procedures as set out in 4.1. When pupils are on the premises, the contractors must be supervised at all times by the Premises Manager or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site. The only exception is where the contractor is named on the approved visitors list, when procedure 4.2 will apply.

4.6 Parent Visitors

Partnership with parents is a strong feature of Old Palace which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom Zones'.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences) where they will be supervised until the meeting takes place.

Exceptions to this are when there is a planned school or classroom event (eg, Come and Read, Family Breakfast, Parties, Concerts), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

4.7 Ex Pupils

The same procedure as that set out for parents above will be followed for ex-pupils wishing to visit the school. They must be supervised throughout the duration of their visit.

4.8 Ex Members of Staff

Ex members of staff wishing to visit the school should contact the Headteacher in advance to request a visit. Once this has been agreed, the Headteacher will enter details in the school diary. The procedure set out in 4.1b will be followed and the appropriate visitor badge provided. If a PINK badge is provided, they must be supervised throughout the duration of their visit.

5. Staff Development

As part of their induction, new staff will be made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

6. Linked Policies

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

- Child Protection
- Code of Conduct
- Healthy and Safety Policy
- Fire Safety Policy

7. Monitoring

The Headteacher & School Business Manager are responsible for monitor the effective of this policy. It will be reviewed bi-annually or sooner if updated safeguarding guidance is received.