



Visitors Policy

Governor Review Date	Autumn 2016
Review Frequency	Annually
Date for Next Review	Autumn 2017
Head Teacher Approval	
Governor Approval	

Aim

To safeguard children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure that Caedmon Primary School children can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

Objectives

Ensure that all children are safe by having 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 conforms to child protection guidelines as set by the DFE.

Scope

Caedmon Primary School is deemed to have control and responsibility for its pupils anywhere on the school site. This applies during normal hours, during after school activities and on school organised (and supervised) off site activities.

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 for after-school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists).
- All governors of the school.
- All parents (particularly parent helpers).
- All pupils.
- Education personnel (Advisors, Inspectors).
- Building and Maintenance contractors.

The School requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor being escorted off the school site.

All staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times. Staff are also required to be familiar with the school's Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service.

Raising awareness of visitor safety with children

Pupils should be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area. They should also be reminded of any other relevant actions identified by a risk assessment (where appropriate) relating to the visit.

Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this policy and managing visitors to the school. The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. The responsibility for this lies with the Headteacher, senior leadership team and the governing body.

Protocol and Procedures

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

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

- All visitors must report to reception first – 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 the visitors book which is kept in reception at all times, signing to state that they have understood the relevant procedures i.e. in the event of a fire alarm/drill.
- All visitors will be required to wear an 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 contact will then be responsible for them while they are onsite
- At no point should a visitor be left unsupervised with pupils/children unless this is a legitimate part of their role i.e. a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).

- If visitors find they are alone with pupils/children, they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception and enter their departure time in the visitors book.
- Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises.
- Confidentiality must be a paramount consideration for visitors.
- Photos or video footage must not be taken of the children by visitors.

Unknown/Uninvited Visitors to School

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

They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures for invited visitors then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or member of the SLT should be informed promptly.

The Headteacher will consider the situation and decide if it is necessary to inform the police.

If the 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.

Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher or the Headteacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher.

Dissemination

This policy is publicised to everyone in the school community through the school website.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed prior to the visit and throughout the visit. The content of any presentation will be assessed before the visit.

A decision will be made as to whether they may be asked to visit the school in future.

Visitors Protocol

If a visitor is to be working unsupervised with a pupil, a copy of their DBS certificate is required.

Written confirmation from the service provider (e.g. Lingotots) must be received to state that all of the necessary checks have been completed, including an Enhanced DBS check.

All visitors require photographic identification to be allowed on the premises and a prior appointment of at least 24 hours before the meeting.

Visitors to the school will be required to sign in at reception and bring one form of identification, this may be a driving licence, passport or any other official photographic identification or produce a valid ID Badge.

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

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Code of Conduct
- Healthy and Safety Policy

Every care has been taken in the compilation of this policy and the information provided is correct at the time of publication.

Any policies that have been referred to in this policy are available on the school website (www.caedmonprimaryschool.co.uk) or are available upon request from the school office.

Written information that is normally provided by the school can be provided in alternative forms.