

# Elmsett C. of E. V.C.P. School



## School Visitors Policy

**Adopted by the Governing Body at the full  
committee meeting held on  
25th March 2013**

**Signed: .....**

**Terry Smyth, Chair of Governors**



# Elmsett C. of E. V.C.P. School

## School Visitor Policy

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## Document Control

Updated:	March 2013
Person responsible:	Headteacher
Written by:	Headteacher with Staff and Resources Committee
Monitored by:	Headteacher
Reviewed by:	Resources Committee
Next review:	5 years or as needs dictate

## **1. Aim**

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

## **2. Objectives**

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 conforms to child protection guidelines as set by the DfES (see [www.teachernet.gov.uk](http://www.teachernet.gov.uk)): preventing unsuitable people from working with children and young persons in the education service.

## **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, during normal school 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 or 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 (County Advisors, Inspectors)
- Building & Maintenance Contractors

## **4. Protocol and Procedures**

### **Visitors Invited to the School**

- a) 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 into school.
- b) 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 - do 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 Record Book which is kept in reception at all times
  - 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 on site.
- c) On departing the school, visitors should leave via reception and:
- Enter their departure time in the Visitors Record Book

## **Unknown/Uninvited Visitors to the School**

- a) 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 on the school site
- b) 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.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly.
- d) The Headteacher will consider the situation and decide if it is necessary to inform the police.
- e) 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.

## **5. Dissemination**

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

## **6. Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.