

Sithney Community Primary School Visitors Policy

Feb 2020

1. Purpose of Policy

To ensure that parents, governors and staff at school are aware of the school policy concerning visitors.

2. Definition of visitor

For the definition of visitor in this policy, this includes any one visiting the school including those on official business (eg educational advisors; supply teachers); volunteers (including volunteer parents); guest visitors to assembly or class lessons. Visitors do not include parents, carers or family members, dropping off or picking up their children at the beginning or end of the school day. It also does not include members of staff including student teachers.

3. Policy

- All visitors to school are expected to report to the school office.
- The school office is clearly sign posted for visitors to report to.
- The position of the school office helps to ensure supervision of access to school.
- All school visitors are expected to sign in on arrival and sign out on departure.
- If school visitors have an identity badge or card, this must be checked by a member of staff.
- School visitors should be given a visitor badge to wear, unless they have an official identity badge of their own eg Cornwall County ID or Southerly Point Co-operative MAT
- Visitors who should not be with children unaccompanied should wear a visitor badge with a red lanyard. Visitors who have a DBS check and who can work unaccompanied with children should have a visitor badge with a green lanyard.
- Visitor badges and identity badges should be worn so they are clearly visible to others.
- If the school visitor is on official business and has an identity badge, which has been checked, they may be allowed to conduct their business unsupervised.
- If the visitor is not on official business e.g. guest speaker to a lesson or assembly, they must wear a visitor badge with a red lanyard and be accompanied by a member of staff at all times or remain in the office area (including porch area) whilst waiting for a member of staff.
- If the visitor is on maintenance or premises business, they should wear a visitor badge with a red lanyard and be accompanied by a member of staff unless they are working in an area where children do not have access to.
- Staff should, where possible, be informed of the arrival of any visitors to school, who are to remain on the premises to conduct their business.
- Children are made aware of visitors to school and are reminded regularly of the importance that they do not approach or talk to visitors on their own.
- Children are made aware that visitors on site, who are unaccompanied and without a visitor badge, should be reported to a member of staff immediately.

- Staff should be vigilant about approaching any visitor who is unaccompanied and without a visitor badge. In this case the member of staff should ask for the visitor's name and business and politely ask the visitor to report to the office immediately
- Staff should be vigilant about ensuring that visitors, including volunteers, do not work with pupils unaccompanied and that there are no opportunities for radicalisation. Exceptions are where the visitor has permission to work 1:1 with a pupil e.g. Educational Psychologist.
- Any safeguarding concern, including radicalisation, should be brought to the attention of the Designated Safeguarding Lead (the Headteacher) or DSL cover immediately. In the event of their absence, the concern should be brought to a senior member of staff or the Secretary immediately.

4. Security keys

- Only visitors on official business who need access in and out of the building may be issued with a security key.
- A security key must be signed in and out. If the security key is not returned every effort must be made to ensure it is returned at the earliest possible convenience.
- If the security of the school is jeopardised in any way, the security key must be de-activated immediately.

5. Children signing in and out

- If a child arrives at the school after 9:00, they must enter school through the front porch to be signed in. If a pupil leaves before the end of the school day, the parent/ carer accompanying the child must sign the child in or out of school in the office.

6. Visiting Governors

- All visiting governors need to sign in. If governors are completing a monitoring visit which involves walking around the school or talking to the children, they need to wear a visitor badge with a green lanyard.

7. Volunteers

- All volunteers who are working in the school on a regular basis, should be given a visitor badge with a green lanyard and may work in the school unaccompanied. In these cases, the volunteer will have an enhanced DBS check and should be made aware of safeguarding guidance and the importance of confidentiality.
- If a volunteer works in the school on a regular basis but does not have an enhanced DBS check, eg Duke of Edinburgh Award volunteers, work experience students, then they should be given a visitor badge with a red lanyard and should not be with the children unaccompanied at any point.

8. Review

This policy has been agreed with the staff and Governing Body of the school. It is reviewed according to the rolling programme of policy review.