



Visitor Policy

Date agreed: September 2021

Signed: *Hilary J Tyreman*

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Signed: *Jeff Davis*

Chair of governors:

Date for review: September 2022

1. Rationale

At St Mary's C of E School we welcome visitors into our school regularly. We acknowledge the talents within our community and use these to enhance and enrich the educational experience for our children. However, we want to ensure that the children are safe at all times and so have developed this Visitors policy.

The purpose of this policy is to keep children safe at all times and to have clearly understood protocols for the school with regard to visitors and also a clear code of conduct for visitors in school to follow. It links to school aims are:

- Educating for Hope and Aspiration by providing a safe, nurturing and caring environment where child can take risks, build resilience and flourish.
- Educating for Community and Living well together by building positive relationships with our immediate school community, national and international community and for the school to be a hub of learning in the community.
- Educate for Dignity and Respect by promoting the character virtues of perseverance, respect and responsibility so that children leave the school resilient and trustworthy whilst displaying good manners and consideration for others.

2. Aims of policy

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

3. 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 and prevents unsuitable people from working with children and young people at St Mary's School.

4. 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

External Visitors to St Mary's C of E Primary School

All external visitors are required to be familiar with the school's Child Protection Policy – a summary of this is given to all volunteers through the our Visitors Code of Conduct booklet.

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school the Head teacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. All visitors to school are admitted at the discretion of the head teacher or in her absence, the class teachers. Permission must be granted by the Head teacher before a visitor is asked to come into school.

Members of the staff who are expecting visitors must tell the office is aware of the appointment.

All visitors must adhere to the instructions given by any member of staff. The Head Teacher will decide whether the visitor needs to be accompanied for the duration of their visit. Unaccompanied visitors should either have a current DBS check on file with the school or be a visitor from an organisation whose members are subjected to DBS checks and from whom the school has the necessary assurances of this procedure.

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 – entering the school via any other entrance is not permitted
- 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. There is a separate book for visiting governors.
- All visitors will be provided with a visitors' badge/sticker that they need to wear and must be returned to the office on departure.
- 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.
- Visitors will need to enter time out in the visitors' book on departure and return school visitor's badge.
- All visitors to school will be issued with our School Safety Induction for Visitors & Voluntary Helpers which covers essential aspects of Health and Safety and also our Visitors Code of Conduct.
- Visitors or volunteers who will be coming into school regularly have an induction meeting with the head teachers. This includes students on work experience.

In addition to this photography and analogue or digital recording and use of mobile phones in any form will only be permitted at the discretion of the Head Teacher. Visitors **MUST** seek

permission first. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality.

Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Head Teacher.

To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

Student visitors –work experience

All work experience students need to apply for places for work experience. They need to understand when they are working and the hours of work. All students receive induction with the head teacher and will be given the visitor code of conduct leaflet, Health and Safety leaflet for visitors and any further information needed at the time.

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, delegated staff member on site (or Cleaner-in-charge if neither is available) should be informed promptly.
- d) The Headteacher, delegated staff member on site (other staff if neither is available) 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.
- f) If the stranger refuses the instruction the Headteacher or delegated staff member on-site may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of the Headteacher on site who will have to judge also whether an incident threatens to undermine the confidence of parents in the security of the school
(please note - the police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest)

For guidance on governor visits please see our Governors Visiting Policy.

Dissemination

This policy is publicised to all in the school community through copies to staff and on the school website. A copy of the policy is also kept in the reception area of school.

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.