

FLIXTON PRIMARY SCHOOL



School Visitors

Policy and Procedures

Policy Statement

The Board of Governors assures all visitors a warm, friendly and professional welcome to Flixton Primary School, whatever the purpose of their visit.

The school 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 or nuisance. It is the responsibility of the Board of Governors and senior leadership staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Governors recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives

To have in place clear protocol and procedures for the admittance of external visitors to the school which is understood by staff, governors, visitors and parents and confirms to child protection and safeguarding guidelines.

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. The policy applies to:

- All staff employed by the school
- All parents/carers and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building and Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the school

All visitors to the school may be asked to bring formal identification with them at the time of their visit and must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances

- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear a visitor's badge – the badge must remain visible throughout their visit.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are on the school's Approved Visitor List

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, music teachers etc.)

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 school's Single Central Record AND
- b) A current clear DBS children's barred check has been undertaken

Visitors on the Approved List must follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the Approved Visitor List will be kept in reception at all times.

Visitors Departure from school

On departing the school, visitors **must leave via reception and:**

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the visitor's badge to reception
- A member of staff should escort the visitor to the reception if they are not on the approved list

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's 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 visitor's book and be issued with a visitor's badge.

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 a member of the Senior Leadership Team informed.

The Senior Leadership Team member 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.

Governors and Volunteers

All governors and regular parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the school office.

Thereafter, procedures as per above should apply. Please note that governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chairman of Governors.

New volunteers will be asked to comply with this policy by the staff they first report to when coming into school for an activity or class supporting role. If those volunteers become regular visitors to school, an enhanced DBS check will be undertaken and, after the DBS has been received and checked, the volunteer added to the Approved Visitor List.

Staff Development

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

This Policy and Procedures should be read in conjunction with

- Safeguarding Policy
- Safeguarding Advice for Volunteers and Visitors