

School Visitors Policy and Procedures

Horspath C of E School

Horspath C of E Primary School values and supports all of its members as individuals. It is a happy, welcoming and safe environment which promotes learning and self-confidence.

We are:

- A school where children thrive, learning skills and values that will guide them their whole lives.
- A church school that underpins teaching, learning and daily school life with the Christian values of forgiveness, respect for others, truth and a sense of accountability.
- A school where all children have the best that the school community can give them so that they are challenged and inspired to achieve their full potential.
- A school that encourages work and play across the age range so that children and staff know everyone in the school community.
- A school that is a key member of our local community.

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Horspath C of E 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 Governing Body and the headteacher to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body 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 so to do may result in the visitor being escorted departure from the school site.

Policy Responsibility

The headteacher is responsible for implementation, coordination and review of this policy.

Aim

To safeguard all children under this school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Horspath C of E School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities organised by the school and on school organised (and supervised) off-site activities.

The policy applies to:

- All 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 and volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building & 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. They must follow the procedure below.

- During the school day all visitors must enter via the school reception door, using the call button to gain access to site
- 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
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

Visitors arriving on the school premises from the playground entrance

- Access into the school is possible from the playground entrance between 8.50 and 9.10am when the pupils are entering the school. If parents and/or governors entering the school this way have a meeting in the school which is planned to continue past 9.10am they should sign the visitors' book and collect a visitor's pass once they have seen their children to their classes.
- Access into the school from the playground is also possible between 3.15pm and 3.30pm when the pupils are being collected from the school. If parents and/or governors entering the school this way have a meeting in the school which is planned to continue past 3.30pm they should sign the visitors' book and collect a visitor's pass once they have collected their children.
- Anyone on the premises between 9.10am and 3.15pm or after 3.30pm should have signed in and be wearing a visitor's badge. The only rare exception being where a meeting between a member of staff and a parent, which was intended to be brief, has overrun. In these cases the member of staff will remain with the parent until they have left the premises.

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 identification badge to reception

Unknown/Uninvited Visitors to the School

- 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.
- They should then be escorted to reception to sign the visitors' book and be issued with an identity 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 the Headteacher should be informed promptly.
- The Headteacher 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 parent helpers must comply with Data Barring Service procedures, completing a DBS disclosure form (if not already held) via the DBS website.
- The School must check all governors and regular parent helpers DBS certification
- 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, Chair of Governors or Clerk to Governors.
- New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Staff Development

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

Linked policies

- This policy and procedures should be read in conjunction with other related school policies, including:
- Child Protection Policy
- Healthy and Safety Policy

Policy Review

The policy will be reviewed in March 2018

Signed _____ Date _____