Policy for

Visitors in School

The staff responsible for the Policy for Visitors in School are

Mrs S. Bradford Mrs A. Plowman

The governor responsible for the Policy for Visitors in School is

The EYFS Governor

Agreed by governors: 10th January 2025

Review Date: January 2027

1. Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Roydon 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 Governing Body and school staff 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 to do so will result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Administrative Officer is the member of staff responsible for implementation, coordination and review of this policy. She will also be responsible for liaising with the school's site staff and the office team, and she is a Designated Safeguarding Lead. All breaches of this procedure must be reported to the Headteacher.

3. Aim

To safeguard all children within the school's responsibility both during school hours, and activities organised by the school outside school hours. The ultimate aim is to ensure that pupils at Roydon Primary School can learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm.

4. Objectives

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

To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

5. 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.

Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/carers involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All Governors of 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, actors, artists);
- • All parents and volunteers
- Other education-related personnel (e.g. advisors, inspectors, health professionals)
- Building and maintenance personnel and all other independent contractors visiting the school premises

6. Protocol and Procedures

Visitors invited to the school

Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is agreed it should be entered into the school diary, along with the name of the member of staff hosting the visit.

When inviting visitors to the school, the member of staff hosting the visit should ask the visitor to bring in formal identification (including photo ID) with them at the time of their visit.

On arrival the procedure is as follows:

- all visitors must report to the school office, stating the purpose of their visit and the member of staff who invited them;
- they should be prepared to produce formal identification;
- all visitors will be asked to sign one of the school's visitor register making note of the date, time, their name, their organisation, and who they are visiting. Visitors will be given the choice of signing the confidential register or the open register;
- all visitors will be issued with a 'Visitor in School' sticker that demonstrates that a member of office staff has approved their presence on site. The sticker must remain visible throughout their visit;
- all visitors will be given the appropriate safeguarding information before they leave the office;

- visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office 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 the school has completed the relevant checks (though DBS) or has received details of this through the organisation employing the visitor;
- on departing the school, visitors should leave via the school office to sign out and return the sticker

Approved Visitor List

Frequent visitors to the school site (including parent helpers, bought-in services, contractor) will be entered onto the school's Single Central Record. To qualify for this, the visitor must have demonstrated, prior to the visit that:

- they have a current clear enhanced DBS check, proof of which has been seen by a member of the office staff
- a children's barred list check has been carried out.

Visitors on the Approved Visitor List MUST follow the same procedures on entry to school site (i.e. enter through the school office to sign in and receive a 'Visitor in School' sticker).

Governors

All Governors require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out in the school office as detailed above. Each Governor has an identity badge that is kept in the school office and can be collected on arrival at school. New governors will be made aware of these procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

Parent visitors

Partnership with parents is an important feature of Roydon Primary School that the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. Parents and carers are asked not to enter the school building in the mornings unless delivering a message to the school office. Those requesting to meet with a member of staff are encouraged to do so after school. However, sometimes their request can be accommodated and they will be escorted from the office to the classroom or the member of staff will come to the office.

Parents who visit the school site at times other than the start and end of the day are expected to report to the school office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

Exceptions to this are when there is a planned school or classroom event (e.g. Share Morning, class assembly, workshop), in which case office staff or Year 6 ambassadors will be available to steward parent visitors around the school.

Unknown/uninvited visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely in relation to who they are and their business on the school site. They should then be escorted to the school office to sign the visitors book and be issued with a 'Visitor in School' sticker if approved. The procedures under 'Visitors invited 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 (or member of the Senior Management Team in her absence) should be informed promptly. The Senior Leader 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.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

7. Staff induction

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

8. Linked policies

This document should be read in conjunction with other related school policies, including:

- Safeguarding Policy (including Child Protection)
- Healthy and Safety Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Keeping Children Safe in Education