

Stocks Lane Primary School

Visitor policy



Revised date: November 2024

Review date: November 2027

Policy Statement

The Governors and Senior Leaders assure all visitors a warm, friendly and professional welcome to Stocks Lane 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 Governors and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governors recognise 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's escorted departure from the school site.

Policy Responsibility

The School Business Manager is the member of staff responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's office and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headteacher with immediate effect.

Aim

To safeguard all children under the school's responsibility both during school hours and during out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at SLPS (Stocks Lane Primary School) can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

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 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 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)
- Governors of the school
- Parents/carers
- Volunteers
- Children
- Local Authority staff

- Other Education related personnel
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport pupils on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school are required to provide proof of identity at the time of their visit unless they are on the Approved Visitors List (see below). They must follow the procedure below.

Schools have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors if they are going to be left unattended in school or if they are working with children.

The Headteacher should use her professional judgement about the need to escort or supervise these visitors.

Once on site, all visitors must report to the reception within the Main Entrance 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.

Visitors will be asked to sign in using the Inventory screen which is located outside of the school office, making note of their name, organisation, who they are visiting, car registration. A photograph will be taken by the system and reproduced on a visitor badge. This badge will only be authorised for the duration of the visit. All visitors will be required to wear the identification 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 registered on the 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, LA and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

1. They have a current clear enhanced DBS check (no more than 5 years old) and details of this has been registered on the school's central record.
2. If working in regulated activity a children's barred list check has been undertaken.
3. Agency staff and third-party contractors will be required to provide written assurance to the school that the appropriate checks have been carried out prior to the individual starting work at the school.
4. Visitors on the approved list MUST follow the same procedures on entry to the premises i.e. come to reception and sign in using the Inventory system and produce proof of identity as required). A copy of the Approved Visitor List will be updated and kept with reception.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Sign out using the Inventory system.
- 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 in using the Inventory system 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 will be asked to leave the site immediately and the Headteacher (or Senior Leader if she is not available) should be informed promptly.

The Headteacher or 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.

Governors and Volunteers

All Governors and Volunteers must complete a DBS check (if not already held) via the School Business Manager. A barred list check is not required unless the Governor and/or Volunteer will be working unsupervised.

New Governors will be made aware of this policy and, with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or the Clerk to Governors.

New volunteers will be asked to comply with this policy as part of their induction and by the staff they first report to as well as the office staff 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 for external visitors and asked to ensure compliance with its procedures at all times.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow

access to such policies as Child Protection, Safeguarding, and Risk Assessments.

- All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. Headteacher, Office Staff.
- Ensure the relevant staff members, e.g. Class Teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance & Facilities Manager is aware that fees are to be paid.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Safety Policy

Policy approved by the Chair of Governor's.....Date.....

Policy approved by The HeadteacherDate.....

To be reviewed: November 2027.

