



Visitors Policy

(Covid Safety Measures Permitting)

November 2021

Rationale

This policy links directly to the following articles of the UN Convention of the Rights of the child. Children's rights and responsibilities:

Article 3 – The best interests of the child must be a top priority in all things that affect children.

Article 19 - Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.

Introduction

Wolviston Primary School aims to create an ethos where children feel valued, listened to and understood. Children are made aware that their happiness and safety are important. The school is committed to ensuring that all staff and volunteers receive training on Child Protection, including

the school's policy; the staff code of conduct; the identity of the Designated Persons; and a copy of Part One of "Keeping children safe in education" (September 2016) and PREVENT (2015).

Visitors are very welcome to Wolviston Primary School. The learning opportunities and experience they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the security and well-being of its pupils is always uncompromised. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

Policy Responsibility

The Head Teacher is the member of staff responsible for implementation, co-ordination and review of this policy.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of hours activities which are arranged by the school. The ultimate aim is to ensure that children in Wolviston Primary 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 external visitors to the school which is understood by all staff, Governors, visitors and parents and conforms to child protection guidelines as set out by "Keeping children safe in education" (September 2016) and PREVENT (2015).

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 those who enter the school building including, yet not, exclusive to:

- teaching and non-teaching staff including students
- governors of the school
- parents, particularly parent volunteers
- pupils
- volunteers
- guests: speakers/subject specialists
- peripatetic teaching staff
- external agency staff
- buildings and maintenance contractors

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 of the visit. Permission must be granted by the Head Teacher before a visitor is asked to come into school.

When inviting visitors to the school they should be asked to bring in 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 the School Office first – do not enter the school via any other entrance;
- 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 by the School Office at all times.
- All visitors will be required to wear an identification badge.
- 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.
- Visitors should never be left whilst they are on the school premises, and never with children.

On departing the school, visitors should leave via the School Office and:

- Enter their departure time in the Visitors' Record Book alongside their arrival entry;
- Return the identification badge/sticker to the school office

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 at the school.

They should then be escorted to the School Office to sign the Visitors' Record Book and be issued with an identity badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher and Assistant Head Teacher (or the Teacher-in-Charge) should be informed promptly.

The Head Teacher or Assistant Head Teacher (or the Teacher-in-Charge) will consider the situation and decide if it is necessary to inform the police or initiate 'Lock down' policy.

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. The Lock Down Policy procedures may be initiated at this point.

Contractors / Engineers

Contractors / workmen follow the procedures

When pupils are on the premises, the contractors / workmen must be supervised at all times by the Site Manager or by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

Governors

All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school

Governors should sign in and out using the Signing in register and wear identification issued to them.

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 Head Teacher or Chair of Governors.

Staff Development

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

Monitoring and Evaluation

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement.

- Specific Guidance Check list for member of staff organising visits from external agencies
- Speakers at assemblies / class lessons etc. need to be initially cleared through the Head Teacher.
- Ensure that the visitor / external agency complements the school's planned programme or scheme of work.
- Ensure that you have a clear outline of what the visitor is going to talk about with the children and / or do e.g. activities