



# Visitors in School Policy

Policy agreed by Governing Body	March 2019
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## The Aims of this Policy

The purpose of this policy and the associated procedures is to ensure the safeguarding of all children and staff when visitors are on our school site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

## The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure of external visitors in school, which is understood by all staff, governors, visitors, parents/carers and conforms to child protection guidelines. This prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have a responsibility for the safety and well-being of all our children on the school site, during normal school hours, after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities to work with children, staff or parents (including peripatetic tutors, sports coaches, staff training providers etc)
- Governors
- Parents/carers
- Students on placement
- Volunteers
- Pupils
- Local Authority staff
- Building & Maintenance Contractors

## Visitors Invited to the School

Before a visitor is invited into school, the Head Teacher must be informed, and provided with a clear explanation as to the relevance, purpose, date and time of the visit. The date and time of the visit is then recorded in the School Office Diary.

- All visitors must enter the school building through the Main Door and report to the Admin staff on entry to the building.
- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present their formal identification and wear this along with the School Identification badge throughout their visit.
- All visitors are required to sign into the School's Inventory System.
- All visitors are required to wear the school's identification badge. For visitors with the appropriate clearances, this will state Visitor and will be on a blue lanyard.
- Any visitor without the appropriate checks will be required to wear a Visitors badge on a red lanyard. This means they **MUST** be accompanied by a member of staff at all times.
- Visitors are 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.

On departing, visitors must leave via Reception and:

- Sign themselves out of the School's Inventory System.

- Return the identification badge to the Admin staff. If the Admin staff have finished for the day, then the Visitor ID badge must be placed into the letter box, which is located near the Inventory system.

### **Visitors using resources**

We have a number of visitors in school who work directly with children, parents and staff. This includes theatre groups, visitors leading on curriculum topics, organisations such as the NSPCC, staff training providers or organisations such as Prevent delivering workshops to parents.

- All these visitors must email any PowerPoint or resource they will be using with their intended audience for prior approval.
- The staff member who has organised the external visitor must check the resource; if they are unsure about any of the content they must seek advice from the Head Teacher or a Senior Leader.
- The staff member must upload the content to the Shared Drive, so that the Visitor does not have to use their own portable device.
- Any visitor using the school's IT systems, must read, understand and sign the Visitor's Acceptable Use Policy.

### **Parents in School**

- Parents/carers/friends/relations, etc. attending scheduled class assemblies, workshops, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the playground, school hall, classroom etc.).
- Anyone attending such events must be escorted out of the building once the event is finished, by a member of staff.

### **Unknown/Uninvited Visitors to the School**

- Any visitor to the school site who is not wearing an Identification Badge will be challenged politely, to enquire who they are. They should then be escorted to Reception to sign in and be issued with an Identification Badge. The above procedures then apply.
- In the event that a visitor refuses to comply, they will be asked to leave the site immediately. The Head Teacher or a 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 are required to have an enhanced DBS.
- New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head Teacher and the Chair of Governors.
- New volunteers will be asked to comply with this policy when their application form is processed and through their induction.

## **Staff Training**

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

## **Visitor Conduct**

- Visitors to the school will be required to act in accordance with the school's Code of Conduct Policy and other relevant school policies at all times.
- Mount Pleasant Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- In the event of persistent occurrence of unacceptable behaviour on the school site, Mount Pleasant Primary School has the right to instigate procedures from the Managing Unacceptable Visitors in School Policy.

## **Confidentiality and GDPR**

- Photography and analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. Permission from the Head Teacher must be sought on all occasions before this can happen.
- In order to preserve confidentiality, visitors must not share any information obtained on their visit to anyone who does not need to know that information.

## **Respect**

- We expect visitors to show respect and concern for others and support the respectful ethos of our school setting a good example in their own speech and behaviour towards all members of the school community.
- We will not tolerate disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school and its grounds. This can involve using loud and/or offensive language or displaying temper.

## **Linked Policies**

This policy should be read in conjunction with other related school policies:

- Child Protection
- Safeguarding
- Code of Conduct
- Healthy and Safety
- Fire Safety
- Unacceptable Visitors in School

## **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision is made as to whether they are asked to visit the school in future.