



Knowle Primary School



VISITORS POLICY

This Policy was adopted and ratified by the Full Governing Body of Knowle Primary School at the meeting held in Term 1 2022.

Approved by:

Knowle Primary School
Governing Body

Date: Term 1 2022

Last reviewed on:

Next review due by:

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1. POLICY STATEMENT

The Governing Body of Knowle Primary School assures all visitors a warm, friendly and professional welcome 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 senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises 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.

The DSL team and School Office Manager are responsible for implementation, co-ordination and review of this policy. They will also be responsible for liaising with the school's site/security staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Head Teacher, DSL team or School Office Manager, if none are available please inform a member of SLT.

2. AIM

To safeguard all children and staff 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 students at Knowle Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

3. 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. This should also conform to child protection and safeguarding guidelines.

4. 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)
- All governors of the school

- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises

5. PROTOCOL AND PROCEDURES FOR VISITORS TO THE SCHOOL

All visitors to the school will be asked to provide formal identification and a valid DBS check at the time of their visit (unless they are named on an approved visitor list). They must follow the procedure below:

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to the main office first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At the main office, all visitors must state the purpose of their visit and who has invited them.
- They should be ready to produce formal identification including photo ID and a valid DBS check upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in the office at all times making note of their name, organisation, car registration and the time they arrive.
- All visitors will be required to wear a red 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.

6. 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 and supply staff. To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old)
- A current clear List 99 check has been undertaken by the school.

Visitors on the Approved List must follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the approved visitor list will be kept electronically in the main office at all times.

7. UPON DEPARTURE

On departing the school, visitors **MUST** leave via the main office and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry

- Return the identification badge to reception
- A member of staff should escort / ensure the visitor has left the building, ensuring the visitor does not re-enter the school site, potentially breaching security.

8. 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 visitor's 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 or a Senior Leader 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.

9. GOVERNORS AND VOLUNTEERS

- All governors and parent helpers must comply with DBS procedures, completing a DBS disclosure form (if not already held) by the school.
- The school must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old.)
- Governors and parent helpers should sign in and out using the Visitor's 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 before coming into school for an activity or class supporting role.

10. 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.

11. LINKED POLICIES

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

- Child Protection and Safeguarding
- Health & Safety, Security Policy
- Fire Safety and Safer Recruitment