

Beeston Primary School

Visitors in School Policy

<i>Date agreed by Governing Body</i>	<i>22nd May 2024</i>
<i>Review date</i>	<i>May 2026</i>
<i>Person(s) responsible for this policy</i>	<i>Jessica Oxley / Susan Knowles</i>

1. Policy Statement

Beeston Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school 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 may result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation and coordination of this policy. The Headteacher will also be responsible for liaising with the school's Site Management Team, Business Manager, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Aims

To safeguard all children within the 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 Beeston Primary School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. 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 adheres 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/guardians 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 tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

6. Protocol and Procedures

6.1 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 entered into the online school diary, this will be discussed as part of the regular review of the diary.

When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the office diary. The visit must also be logged in the online main school diary.
- Prior to the visit, the school office ensure we have all of the correct paperwork e.g., letter of assurance, and will send out any relevant paperwork e.g. safeguarding documents, outside agencies safeguarding check form.
- All visitors must report to the main school office.
- At the main office, all visitors must state the purpose of their visit and who they are scheduled to meet with. They should be ready to produce formal identification. All visitors will be asked to sign-in via the school's inventory system. All visitors will be required to read and accept the visitor code of conduct (if not previously sent at the time of arranging the visit), and will be given a copy of the visitors safety leaflet outlining safeguarding, health and safety and evacuation procedures.
- All visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable). A photograph will be required when signing in on the school's inventory system.
- All visitors will be required to wear a visitor identification badge and lanyard. The badge and lanyard must remain visible throughout their visit. Visitors wearing a **red** lanyard must be supervised whilst on the school site at all times as they do not hold the correct safeguarding clearance. Visitors wearing a **purple** lanyard have the appropriate safeguarding clearance to move around the school site without an escort.
- To safeguard all children and staff, if visitors are not wearing an identification badge and/or lanyard, staff will politely challenge the visitor for the nature of their visit. The visitor will then be escorted to the main office so that an identification badge and/or lanyard can be issued. The administration team will then contact and locate the school member of staff hosting the visitor. The visitor must wait at the main office until the hosting staff member is located.
- Safeguarding is everyone's responsibility; therefore every staff member has a duty of care to be aware of visitors in school and to ensure that no visitor is left unsupervised if wearing a **red** lanyard. Any visitor in school wearing a **red** lanyard, indicating they do not have the appropriate safeguarding clearance, must be escorted back to the school office immediately.
- In line with our Online Safety Policy, all visitors are asked to turn off their mobile phones when entering the school site. There are designated 'mobile phone zones' around school, which are indicated with a



green mobile phone zone sign, should the visitor need to use their mobile phone. These are the only locations on the school site where mobile phone use is allowed. There are reminders placed in the main office that mobile phones use is not permitted.

- All visitors will be given the opportunity, subject to nature of visit, to read the policies such as Safeguarding and Child protection, Keeping Children Safe in Education, Safer Working Practice, Whistleblowing, Positive Behaviour and Fire Management Plan.
- 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 primarily 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 (through DBS) or has received details of this through the organisation employing the visitor.

On departing the school, visitors should leave via the school office and:

- Sign out via Inventry using the barcode on the identification badge.
- Return the identification badge and lanyard to the school office.

6.2 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 health professionals). 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 current clear DBS children's barred check has been undertaken. The details of this must be recorded on the Schools Single Central Record.
- A letter of assurance or an outside agencies safeguarding checks form from the employer confirming the following safeguarding checks have taken place:
 - A fully completed application form
 - Face to face interview
 - Identity checks
 - At least two satisfactory references
 - 'Right to work in the UK' verified
 - An enhanced DBS disclosure
 - Childcare disqualification checks (*if applicable*)

Visitors on the approved List MUST follow the same procedures on entry to the premises (i.e. come to the main school office and receive an ID badge having signed in on the inventory system). The School Business Manager who is responsible for HR and the Single Central Record keeps a list of such approved visitors, as well as the Administration Team.

6.3 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge and/or lanyard should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to the main office to be issued with a visitor badge and/or lanyard 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 a member of the SLT informed. The SLT member 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. The Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.



6.4 Governors and Volunteers

All volunteers must complete a volunteer pack prior to beginning their volunteering role within the school. The volunteer must complete an application form, provide two referees, complete a DBS Check and provide identification prior to commencing their role. Once completed the volunteer will be added to the approved visitors list.

All Governors now 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 at the main office as detailed in 6.1. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

6.5 Buildings and Maintenance Contractors

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, contractors, under discretion of Site Management Team, may work unaccompanied, as long as valid DBS checks have taken place and the nature of works does not affect the learning or safety of pupils or staff. Contractors without a valid DBS must be supervised at all times by a member of the Site Management Team or, if they are unavailable, by another member of staff. No contractor/engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the School Business Manager and they have been briefed on H&S by the Site Management Team. All contractor visits will ideally be booked for the school holidays. When work has to be completed during the school day, the work should be booked in when a member of the Site Management Team is onsite unless it is an emergency, in which case the School Business Manager will be informed.

6.6 Parent Visitors

Partnership with parents is a strong feature of Beeston Primary School which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access. Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. Parents are to follow the procedures as set out in 6.1. When parents have signed in on the school's inventory system, they will then be escorted to their point of contact OR their point of contact will be asked to come to the main 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. Christmas Craft Morning), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

6.7 Ex-Pupils

Should ex Beeston Primary school pupils want to visit the premises a request must be made in advanced prior to visiting. All requests will be subject to Headteacher approval. All procedures must be followed as set out in 6.1.

7. Staff Development

As part of their induction, new staff will be made aware of the policy for visitors in school and asked to ensure compliance with its procedures at all times.



8. Linked Policies

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

- Safeguarding and Child protection
- Keeping Children Safe in Education
- Safer Working Practice
- Whistleblowing
- Positive Behaviour
- Fire Management Plan
- Online Safety Policy

