Visitor Policy

This policy applies to:

- All external visitors entering the school site during or after the school day for any activities (including supply teachers, peripatetic tutors, health specialists, sports coaches and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- Education personnel (Advisors, Inspectors)

Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure children can learn and enjoy extra-curricular experience, 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 the staff, governors, visitors and parents and conforms to child protection guidelines as set by the DFE.

External Visitors to School

Staff are required to be familiar with the school's Safeguarding Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service.
This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

Under normal circumstances the admission of visitors will be handled by office staff. If the office is unattended, other staff should either find the office staff or ensure that the procedure below is followed before admitting visitors themselves. Pupils must not admit visitors under any circumstances.

a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come to school.
b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
    1. All visitors must report to reception first – not to enter the school via any other entrance.
    2. At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
    3. All visitors will be asked to sign the visitors book which is kept in reception at all times.
    4. All visitors will be required to wear an identification badge or sticker.
    5. All visitors will be asked to read the laminated sheet kept in the office before entering the building. This sheet contains important information for the health and safety of the visitor and the children.
    6. 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.
c) On departing the school, visitors should leave via reception and enter their departure time in the visitors book and return their sticker or badge.

d) Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises.
e) Regular visitors, including governors, and visitors who are working on a 1:1 basis with a child must be DBS checked, following guidance.

Events in the Hall

When events are held in the Hall (eg parent afternoons, assembly, performances), access may be allowed through the link doors. On these occasions, the doors to the main school and to the playground must be kept locked. A member of staff must stand by the link door while it is open and refuse access to anyone who does not have a legitimate reason for attending the event. Parents and other visitors to these events do not need to wear a sticker, but should be asked to sign in for safety reasons in the event of an emergency.

Unknown/Uninvited Visitors to School

Requests from delivery personnel or parents to use toilet facilities may be granted only if someone is available to escort them to the facility and wait outside before escorting them from the building. Members of the general public must not be granted use of the school facilities.

Any visitor to the school site who is not wearing an identification 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 visitors book and be issued with an identity badge. The procedures for invited visitors then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or member of the SLT should be informed promptly.

The Headteacher will consider the situation and decide if it is necessary to inform the police.

If the 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.

Linked policies

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

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Online Safety policy
- Fire Safety policy

Online safety

Community Users who access school systems / website as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

All visitors requiring computer access will be given a visitor username and password which will be changed fortnightly by the IT technician. This will allow, for example, supply teachers to access the school computer system in order to use resources but will not allow access to personal data other than the register. Supply teachers will not be given access to SIMS, but should send the fire register to the office to be entered on SIMS and returned.

Supply teachers are responsible for ensuring that:

- they have an up to date awareness of online matters and of the current school Online policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy (AUP)

- they report any suspected misuse or problem to the Headteacher / IT co-ordinator for investigation / action / sanction
- all digital communications with students / pupils / parents / carers should be on a
- professional level
- students / pupils understand and follow the Online and acceptable use policies
- students / pupils have a good understanding of research skills and the need to avoid
- plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

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