



St Nicolas CE Primary School

## VISITOR POLICY

HEADTEACHER SIGNATURE:

GOVERNOR SIGNATURE:

DATE ADOPTED: December 2022 (Updated Jan 2023)

DATE FOR REVIEW: December 2024

### **Linked Policies**

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

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

# St Nicolas CE Primary School

## Visitor Policy

### The Aims of this Policy

The purpose of this policy is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our 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 and are able to “live life to the full”.

### The Objectives of this Policy

The key objectives of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children and staff anywhere on the school site, during normal school hours, during 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 (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

### Protocol and Procedures

- All visitors must enter the school building through the main gate and report to a member of the Administrative Team in the School Office (see exceptions below).
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.
- All visitors are required to sign in electronically.
- All visitors are required to wear an identification badge at all times.
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about safeguarding, and other school procedures.
- Visitors are generally 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.
- On departing, all visitors should sign out electronically and leave by the main gate by the School Office

### Exceptions

- The school site is open (via the pedestrian gate) at the start and end of the school day so that parents/carers can freely access the playground in order to drop off and pick up their children.
- Areas of the school site are also open to parents/carers for specific activities when they have been invited onsite such as Sports Day, Class Assemblies, and Performances. On these occasions entrance is via the main gate only, and access to the site is supervised and controlled by school staff.
- In both of these circumstances, all staff will maintain vigilant, consider any associated risks, and will challenge unknown visitors.

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

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site. They will be escorted to the School Office to formally sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately. The Headteacher/Deputy Headteacher (or SLT Member) will consider the situation and decide if it is necessary to inform the police.

### **Abusive Behaviour**

If any visitor is verbally or physically abusive, threatening, or aggressive to any child, member of staff, or other visitor, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance may be called for.

### **Barring**

In exceptional circumstances, such as following abusive behaviour, the Headteacher (in consultation with the Chair of Governors) may decide to bar a visitor from entering the school site. The reason for this decision will be recorded and communicated to the visitor by letter together with details on their right to appeal the decision. Where a parent/carer is barred, this decision will not preclude them from dropping off or collecting their child, attending school events to which all parents are invited, nor attending pre-arranged meetings with members of staff. The decision will be reviewed on a termly basis.

### **Roles and Responsibilities**

#### ***Headteacher***

- Will review this Policy biennially
- Will ensure that all staff are aware of the Policy

#### ***Staff***

- Will be informed of this Policy as part of their induction.
- Will be asked to ensure compliance with its procedures at all times.
- Will be on the alert for unknown visitors and to challenge appropriately.

#### ***Parents / Carers (and those acting in this capacity)***

- Will be made aware of, and asked to comply with, this Policy

#### ***Governors***

- Will be informed of this Policy as part of their induction.
- Will be asked to ensure compliance with its procedures at all times.

#### ***Volunteers***

- Will be made aware of, and asked to comply with, this policy

### **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 made as to whether they may be asked to visit the school in future.