

North Heath Community Primary School

School Visitor Policy and Procedures

Aim

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood and implemented by all staff, Governors, visitors and parents. The aim is to ensure that pupils at North Heath Community Primary School can learn from and enjoy curricular and extra-curricular experiences in an environment where they are safe from harm and their privacy is protected.

Policy Statement

North Heath Community Primary School offers 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 being subjected to any form of harm or abuse. It is the responsibility of the Governing body, Headteacher and senior management team (SMT) to ensure that this duty is implemented 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 all visitors to comply with the following policy and procedure.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils 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 during the school day or for after school activities (including supply teachers, peripatetic teachers, sports coaches and curriculum related visitors e.g authors, artists, musicians)
- All parents (including parent helpers)
- All Governors of the school
- All pupils
- Other education related professionals (advisors, inspectors, health care professionals)
- Building and Maintenance and all other independent contractors visiting the school premises.

Protocol and Procedures

1 Planned Visitors to the school

All visitors to the school will be asked to provide formal identification at the time of their visit.

- Where possible, the school office should be informed of all pre-arranged visitors to the school and the date and time of the visit entered in the school diary.
- All visitors must report to the school reception upon arrival and should not enter the school by any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- They should be ready to produce formal identification.
- All visitors will be asked to sign the Visitors Book making a note of their name, organisation, who they are visiting and visitor lanyard number.
- All visitors will be required to wear their visitor lanyard, ensuring it is visible throughout the visit.
- All visitors should be made aware of who the safeguarding lead is for child protection and that any safeguarding concerns should be reported to them.
- Visitors will be asked to refrain from using any mobile telephones and other electronic devices whilst on the school site.

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- Visitors will be escorted to their point of contact or their point of contact will be asked to come to the school office to receive their 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 the school has completed the necessary checks (through DBS) or has received details of this through the organisation employing the visitor prior to the visit.
- On departing the school, visitors should exit via the school reception and:
 - Sign out, entering their departure time in the Visitors Book
 - Return their visitor lanyard to the school office

2 Approved Visitor List

The school will hold an approved visitors list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and NHS health service professionals). A list of such approved visitors is kept by the School Business Manager (SBM) in the Single Central Record. To qualify for this list the visitor must have demonstrated prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the schools central record **AND**
- b) A current clear DBS Children's barred check has been undertaken
- c) Visitors on the Approved Visitor List **MUST** follow the same procedures on entry to the premises (see section 1 above).

3 Unknown/ unplanned 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 what their business is on the school site.
- They should then be escorted to the school office to sign the Visitor Book and be issued with a visitor lanyard.
- The procedures in section 1 should 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 SMT should be informed promptly.
- The SMT member will consider the situation and decide if it is necessary to inform the police.
- If an unknown/unplanned 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 summoned.

Under the Summary Offences Act, the Headteacher reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the site.

4 Governors and regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service by completing a DBS disclosure (if not already held) before starting a volunteer role.
- All Governors require an enhanced DBS check.
- All Governors and parent helpers should follow the procedures as stated in section 1.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- Parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into school for an activity or class supporting role.
- Exceptions to the procedures in section 1 apply if there is a planned school or class event (class assembly, Come and Read, parent group meeting). In this 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 adhere to the visitors' policy.

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5 Buildings and Maintenance Contractors

- Contractors should follow the procedure set out in section 1. When pupils are on the premises, all contractors/workmen should be accompanied at all times by the School Premises Manager (SPM) or, if he/she is unavailable, by another member of staff. No contractor/ engineer/ workman is permitted to 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 (SBM) and they have been briefed on Health & Safety by the SPM.
- All contractor visits will ideally be booked for when the SPM is on site unless it is an emergency, in which case the SBM will be informed.

6 Health Professionals

- Visiting health professionals follow the procedures set out in section 1.
- The school will work with local authority health professionals and advisory teachers (LBAT/ASCT/ Educational Psychologist) to facilitate observation visits for pupils where necessary and by prior appointment booked through the SENCo/ Inclusion Manager. The Headteacher or member of the Leadership Team should be provided with details of the relevance and purpose of any visit, and the intended date and time of the proposed visit. The final decision whether to allow health professionals onto the school site will be made by the Headteacher.
- Local authority health professionals will only be permitted to undertake 1:1 work with a child where this has been agreed in advance with the SENCo/ Inclusion Manager following the approved visitor procedures (section 2) and the consent of parents where appropriate.
- Privately commissioned health professionals will be permitted onto site to undertake therapeutic interventions with children when an appointment is agreed to by the SENCo/ Inclusion Manager and Headteacher. Proof of DBS compliance (see section 2) must be provided in advance of the visit.
- School works with privately commissioned health professionals through professional dialogue and the completion of reports they request. Usually all necessary information can be gathered in this way. Due to the rights of all children and staff and the requirement for GDPR, privately commissioned professionals are unable to observe children in the classroom setting.
- All personal data is covered by GDPR policies - this includes data which is not recorded. For example, if someone sees or hears personal data about a child but does not record it, the individual will still have access to personal data. Personal data would include a child's learning style and ability and how they learn at school.

Policy date: Summer 2024

Approved by Governors: Summer 2024

Policy to be reviewed by: Summer 2028