



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

HEADLANDS PRIMARY SCHOOL

VISITORS TO SCHOOL POLICY

Approved : January 2020

Review date : January 2021

Headlands Primary School

Visitors to School Policy

THE DEVELOPMENT OF THIS POLICY

This policy was developed through consultation with the Head Teacher, School Business Manager, Office staff and the Site Supervisor

RATIONALE

We believe the school to be part of the community and therefore welcome visits from people for a wide variety of reasons. School should also be a place for children to work and learn in a safe and secure environment and all staff are responsible for maintaining that safety

AIMS

To ensure the safety of the children and staff at all times.

GUIDELINES

In order to achieve this:

- The school is a secure site. Access into the school can only be gained by using a bar-coded security badge, or through the school reception area following security checks with the receptionist. All external doors and the school playground gate are locked during the school day.
- Named persons are stationed at external doors at the beginning of the school day including the gate leading to the playground. These persons are responsible for the opening and closing the doors/gate during that time. At the end of the school day staff dismiss their class. The last staff member coming in from the playground is responsible for closing any external door, the site manager is responsible for locking the two playground gates.
- There is a sign at the front of the school which indicates where the entrance can be found, and that visitors are welcome.

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/ reception staff should be informed of all prearranged visitors to the school.
- All visitors must report to the school office/ reception first and should not enter the school via 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 in using the school's electronic touch-screen system which will require them to state their name, organisation, who they are visiting, car registration number.
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance will be provided to visitors containing this information.

- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors will not take any unauthorised photographs.
- On departing the school, visitors should leave via the school office and:
 - Enter their departure time on the school's electronic touch-screen system
 - Return the identification badge to the school office/ reception

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

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 their business at the school
- They should then be escorted to the school office/ reception to sign in using the school's electronic touch-screen system and be issued with an identity badge. The procedures in "planned visitors to school" will then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher/Deputy/Assistant Headteacher should be informed promptly. That person 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.
- Any person loitering outside the gates for no apparent reason will be challenged politely. Any suspicious persons loitering near the school are reported to the police.

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) if they are in regulated activity via the School Business Manager.
- All Governors and parent helpers should follow the procedures as stated in "planned visitors to school".
- 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.
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular

parent helpers must be DBS checked. Again all parents should follow the procedures as stated above in “planned visitors to school”.

- Visitors wishing to view the school are asked to make an appointment so that the Head/deputy can show them around and answer their questions.
- All appointments for visitors to our school should be recorded in the school diary.
- Visitors to classes for specific purposes such as contributing to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher/DSL prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. A qualified person should supervise **at all times.**
- **VISITORS, WHO HAVE NOT BEEN DBS CHECKED, SHOULD NOT BE LEFT UNSUPERVISED. THE HEAD TEACHER OR DSL WILL NOTIFY YOU OF THIS.**

Contractors/ Workmen

- Contractors/ workmen should follow the procedures set out under “planned visitors to school”.

Staff development

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Related policies and documents:

Whistle Blowing Policy

Safeguarding and Child Protection Policy

Counter Terrorism and Security Act 2015

Keeping Children Safe in Education 2018

Prevent duty Guidance 2015

Working Together to Safeguard Children 2018