High Spen Primary School

Visitors to School Policy

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Aim

To safeguard all children within school. We welcome and encourage visitors from a wide range of backgrounds to our school. The roles and responsibilities of visitors will be diverse and vary according to the purpose of their visit. The ultimate aim is to ensure children in our school can learn and enjoy extra-curricular experiences, 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 staff, governors, visitors and parents and meets the expectations set out within our Safeguarding Policy.

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. The 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, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents/carers (particularly parent helpers)
- All pupils
- Education personnel (Council Advisors, HINT, EPs, Inspectors etc.)
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

a) Before a visitor is invited to the school the Head teacher 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 Head teacher before a visitor is asked to come into 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:

• All visitors must report to reception first - do 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 and out via the Electronic System which is kept in reception at all times
• All visitors will be required to wear an identification lanyard which includes key information around Safeguarding and Emergency Evacuation. See App.1
• 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:
• Sign out using our Electronic System and return visitor lanyard

Unknown/Uninvited Visitors to the School

a) 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 on the school site
b) 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.
c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher or Deputy Head teacher (or Caretaker) should be informed promptly.
d) The Head teacher/ Deputy Head teacher (or Caretaker if neither is available) will consider the situation and decide if it is necessary to inform the police.
e) 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 via the Response Alarm.

Dissemination

This policy is publicised to all in the school community through:

- **Staff Handbook**
- **School Website**
- **To Governors**

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Appendix 1:

High Spen Primary School

Our Designated Teachers are:-
Mr Andrew Firth – Headteacher & DSL
Mrs Nicola Herron - Deputy Headteacher & DDSL
Ms Abby Kirkley – EY Lead & DDSL

If you have any safeguarding concerns, please report to one of the above, or share it with a member of staff **before you leave school.**

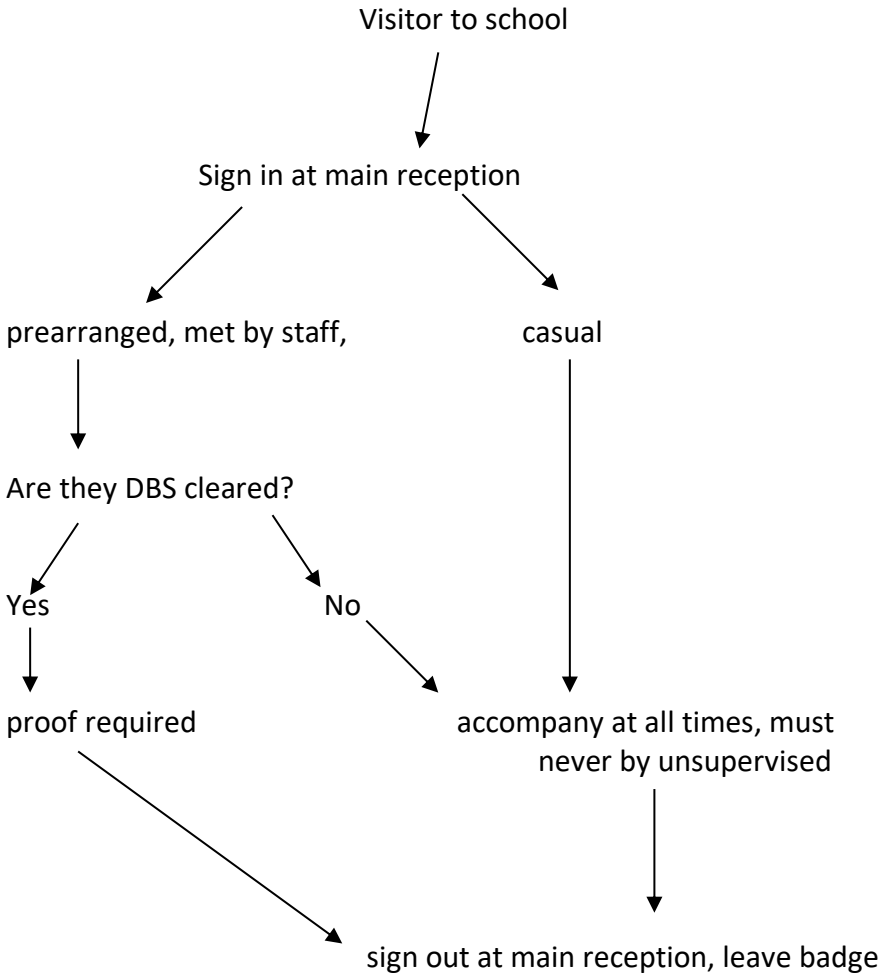
If the fire alarm sounds, please leave by your nearest exit. Make your way to the muster point, located on the top yard near the MUGA sports equipment.

For support with first aid, please return to the school office.

HIGH SPEN PRIMARY SCHOOL

VISITOR PASS

Appendix 2:

Visitors to School Flowchart

- Check for DBS clearance when making arrangements for staff to come in to school for talks, presentations etc.
- All visitors should first go to main reception to sign in and receive a badge.