

Visitors to School Policy

Varna Community Primary School



Approved by:	Full Governors	Date: January 2022
Last reviewed on:	November 2023	
Next review due by:	November 2024	

Policy Statement

Varna Community Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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 subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed 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 that all visitors (without exception) comply with the following policy and procedures.

Failure to do so may result in the visitor's escorted departure from the school site

Visitors' Policy

**We are committed to being a UNICEF Rights Respecting School
This policy has links with Articles 3, 19, 29 and 31 of the United Nations
Convention on the Rights of the Child:**

“The best interests of the child must be a top priority in all actions concerning children.”

“Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment by their parents or anyone else who looks after them.”

“Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.”

“Every child has the right to relax, play and join in a wide range of cultural and artistic activities.”

AIM

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, parents and visitors. The ultimate aim is to ensure that all students at our school can learn and enjoy extra-curricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

OBJECTIVES

1. To prevent unauthorised persons from entering school.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.

STRATEGIES

- 1 External doors will be kept securely closed, external signs will direct visitors to the main entrance.
- 2 All visitors will report to the school office where they will be welcomed and asked for their details and for the name of the person they need to see.
- 3 Visitors must sign-in on the visitor list and sign out as they leave.
- 4 Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
- 5 Visitors will be accompanied, or supervised, during the whole of their time in school.
- 6 The Site Manager, if delegated to do so will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity

- to the responsible person if they are not already known to him/her. He/she will alert senior staff of their presence.
- 7 The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
 - 8 The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and only send students on placement if satisfied with the information which they have received. The school will make available information to students on placement either verbally or in writing according to the status and length of the placement.
 - 9 Any member of staff must challenge any stranger they meet or who is acting suspiciously.
 - 10 If any visitor behaves in an unacceptable, intimidating or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them.
 - 11 The headteacher has the support of the governing body to decide on what basis, if any, a visitor conducting themselves as described in (Pt10) should be allowed to visit the premises at any point in the future.

Protocol and Procedures

Visitors Invited to the school:

a) Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school diary this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school diary.
- All visitors must report to the school reception desk in the general office.
- 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 school's visitor register making note of their name, organisation, who they are visiting as well as the date.
- All visitors will be required to wear a visitor identification badge and a lanyard. The badge and lanyard must remain visible throughout their visit. A red lanyard will be given to those who do not have DBS Clearance and they must remain with a member of staff at all times. A green lanyard will be for those that have a current clear enhanced DBS check.

- All visitors will be given the appropriate safeguarding, health and safety and school information before they leave reception.
 - Visitors wearing a red lanyard will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive the visitor. The point of 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 relevant checks (through DBS) or has received details of this through the organisation employing the visitor.
- c) On departing the school, visitors should leave via the school reception and:
- ❖ Sign out.
 - ❖ Return the identification badge to the school office.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). 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 List MUST follow the same procedures on entry to the premises (i.e. come to reception and receive a green lanyard having been entered onto the visitors register). A list of such approved visitors is kept by the School Business Manager responsible for HR and the Single Central Record.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. The procedures under "Visitors to the School" above will then apply. Any visitor wearing a red lanyard who is not accompanied by a member of staff should be politely challenged and returned to reception to wait to be escorted.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member 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. 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 school.

Governors and Volunteers

All parent and other volunteers (such as business partners) must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role.

All Governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved Visitors List. They

should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

Buildings and Maintenance Contractors

Contractors follow the procedures as set out in 6.1. When pupils are on the premises, the contractors must be supervised at all times by the Site Manager / Caretaker or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the SBM and they have been briefed on H&S by the Site Manager. All contractor visits will ideally be booked for when the Site Manager / Caretaker is onsite unless it is an emergency, in which case the SBM will be informed.

Parent Visitors

Partnership with parents is a strong and unique feature of Varna which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom Zones'.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences).

Exceptions to this are when there is a planned school or classroom event in which 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 are genuine.

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

Linked Policies

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

Child Protection and Safe School Policy

Healthy and Safety Policy

Fire Safety Policy

Keeping Children Safe in Education (latest version)

If you have any questions about this visitor policy please contact the main office in the first instance on **0161 711 1023** or e-mail **admin@varna.manchester.sch.uk**