



**St Stephen's C.E.
Voluntary Controlled
Primary School**

Visitors to school policy

Date policy last reviewed: February
2023

Signed by:

Headteacher

Date:

Chair of governors

Date:

Next date for policy review – February 2024

RATIONALE

St Stephen's is committed to creating an environment where safeguarding is at the heart. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

Safeguarding is actively prioritised by each member of the school. Our chances of success and happiness, both in school and in the future, depend considerably upon the ability to feel safe and free from harm.

AIMS

The purpose of this policy and its associated procedures 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.

WHY WE HAVE A VISITOR POLICY?

This policy is designed 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 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 external agencies, tutors, sports coaches, etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

VISITORS INVITED TO THE SCHOOL

Before a visitor is invited to the school, both the Headteacher and bursar are informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school. Visits must be included in the school calendar so all staff are aware of this.

- Formal visitors representing the LA, businesses, contractors, outside agencies, etc are required to present identification on arrival
- All visitors enter the school building through the main door and report to the office

- 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 identification
- All visitors are required to sign in and read the information provided
- All visitors are required to wear an identification badge provided by the main office, via the Inventory sign in computer
- All visitors are shown where the facilities are and the evacuation areas.
- Visitors are 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

On departing, visitors leave via the office and:

- Sign out using the Inventory computer
- Return the identification badge to reception/ dispose of printed sticker

UNKNOWN/UNINVITED VISITORS TO THE SCHOOL

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

In the event that the visitor refuses to comply, they are asked to leave the site immediately and the Headteacher / Deputy Headteacher (or Senior Leader if neither is available) 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.

GOVERNORS AND VOLUNTEERS

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors or Training Liaison Governor.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

CONCERNED ABOUT A CHILD

There will always be a Designated Safeguarding Lead onsite (posters are available around school to denote the DSL's). If you are concerned about a pupil, make a factual record of your concern including the date, time, other witnesses, concern and signature. You must then share your concerns without delay.

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.