



St Francis CE Primary School

School Visitor Policy

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that children at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy statement

We welcome visitors to St Francis CE Primary School, however the school has a legal duty of care for the health, safety 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 and the Co-Headteachers to ensure this duty is always implemented.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors comply with the following policy and procedure.

3. 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 staff employed by the school
- All external visitors entering the school site during the school day or for after school activities
- All Governors of the school
- All volunteers
- All pupils

- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Contractors

5. Protocol & Procedures

The following procedures apply to all visitors to our site:

- Where possible, the school office staff should be informed of all pre-arranged visits.
- All visitors must report to the school office 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 sign-in-system.
- All visitors will be required to wear a visitors' badge issued by the school and their company's lanyard with formal identification (if applicable) at all times.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- All visitors should be made aware of the designated safeguarding leads so that any safeguarding concerns can be reported to them.
- 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 whilst on site.
- On departing the school, visitors should leave via the school office and sign out using the electronic system. Visitor badges must be returned to the school office.
- We reserve the right to refuse entry or terminate a visit at any time in the event of failing to comply with the above procedures.

6. Visitor Classification Types

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.

- Unless the visitor is known to the person admitting them, their identity should always be verified.
- All such visitors will have an enhanced DBS clearance.
- If the clearance is not held by us, we will require confirmation in advance from third parties that appropriate clearance has been obtained. The visitor will wear a badge(s) issued by us and their organisation confirming their DBS clearance.

People carrying out work on site - builders, maintenance engineers, groundsmen, and IT consultants.

- Unless the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge.

- They are to be supervised while children are on the premises. The level of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, any other visitors wishing to see the school or talk to members of staff, and anyone else not in the above categories. These visitors must be accompanied at all times.

Deliveries - A person making a delivery is not classed as a visitor and is therefore not required to sign in. Deliveries should be left with the school office if possible. Where a delivery person needs to gain access to the site to make their delivery, they should be escorted at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

PREVENT - All external school speakers must sign a declaration on arrival and prior to contact with children, to ensure that they do not promote radicalism in any way, in accordance with our PREVENT policy and Keeping Children Safe in Education Policy. Secretaries in both schools to keep a list of external school speakers and their signed declaration forms.

7. Staff development

All staff will be aware of this policy for external visitors and asked to always ensure compliance with its procedures.

8. Linked policies

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

- Safeguarding Policy
- Health and Safety Policy
- Safer Recruitment Policy