

WHERWELL PRIMARY SCHOOL



At Wherwell School, we offer a curriculum designed to equip the children with the resilience, confidence, knowledge, skills and experiences to enable them to thrive at school and in the future

SCHOOL VISITORS POLICY and PROCEDURES

Date Agreed	Prepared By	Agreed By	Comments
17.10.19	CSL	FGB	

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Wherwell Primary School, whatever the purpose of their visit.

The School 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 or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

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** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

Policy Responsibility

Safeguarding is everyone’s responsibility at Wherwell. Therefore, everyone must apply this policy in full. The Governors and the Senior Leadership team will oversee the policy and in particular, the Safeguarding governor will make sure that it is implemented and actioned by all members of staff.

Any breaches of this policy should be reported to the Designated Safeguarding Lead (DSL) (), Deputy Designated Safeguarding Lead (DDSL) (Deputy Designated Safeguarding Lead) or Safeguarding Governor.

Aim

To safeguard all children under this school’s responsibility both during school hours and out of school hours’ activities which are arranged by the school.

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 conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence, it does not include the playground as they are part of the playing fields), 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 including clubs and Woodpeckers.
- All governors of the school
- All parents and volunteers
- All pupils
- Ex pupils
- Other Education related personnel (Music teachers, County Advisors, Inspectors, Children external agencies)
- Building & Maintenance and all other Independent contractors visiting the school premises (including equipment maintenance and IT HSS services)
- Independent contractors who may transport students on minibuses or in taxis
- All deliveries including food, mail, stationary etc...

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- The front reception door is ALWAYS locked. All visitors must stop at the door and press the call button to gain access to site.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- Only at pick up times parents/carers are expected to collect their children entering through the side gate on the playground. This gate is only opened in the morning at drop off time and until 9:00a.m. In the afternoon, the gate will be opened just before 3 p.m. on normal days. On certain occasions like parents' assemblies, school plays and concerts, the gate will be opened at 2:20 pm to let parents in to attend the event and then collect the children. The keys to this gate are held by the office administrator and the caretaker.
- At dropping off time in the morning, a member of staff will be outside the school's front gate to receive and escort the children from the bus into the playground. This member of staff will stay in the playground area until a Senior Leader comes into the playground.
- The staff car park gate should be locked during drop-off and collection times. The tall gates to the front of the building will be left open to allow parent access to the office. All open gates should be closely supervised by the TWO staff members on duty. Bus children will be escorted along the path and into the building through reception by a member of staff who stands at the front gate to oversee safe disembarkation from the bus. The children that come from the playing fields car park, should enter through the side gate.
- At reception, all visitors including Governors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

- All visitors will be asked to sign-in to the electronic sign-in system which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number. There are also guidelines on safeguarding and health and safety, which any new person must confirm they have read.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit. It uses a red lanyard clearly labelled as visitor so staff and children can see that they are not a member of staff. Governors will wear visibly labelled white lanyards.
- 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 (in this case the visitor must be asked to wait in reception). The 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 they are registered on the Approved Visitor List.
- Children are NOT allowed to open the door to anyone and are regularly reminded that they must not open the door, even if they recognise the person ringing the doorbell or if the person is wearing a staff blue lanyard.
- For Breakfast club, parents must accompany their child to the Woodpeckers' door and the breakfast club assistants will receive the child. For after school club, parents must ring the doorbell on the outside door at the front of the school and one of the Woodpeckers team members will come out to greet them and will bring the child to them. In the morning, children from breakfast club will be allowed into the playground before the bell goes at 8:45 a.m. under the supervision of playground staff.
- For any other after school clubs, parents must access the school site by the play park side gate only and should wait in the playground until children are sent to them once the teacher or person in charge has positively recognized the adult with whom the child is leaving.
- Most structural or any work that requires the presence of external contractor, should take place outside of school hours (after 3:00 p.m.) or during the school holidays. However, we recognize that this is not always possible and that sometimes work needs to be done whilst the children are in school. If this is the case, then the admin officer will remain with them until they are clear on what they are doing and how long would it take. The admin officer will alert the nearest person to them should they need to be escorted back to reception or to another part of the school. In cases where the work will take too long, the administrator can leave the contractor alone as long as all members of staff are informed of the contractor's presence in the premises and the nearest teacher or LSA (Learning Support Assistant) can ensure that the outside visitor does not go into any other unauthorised areas that are not relevant to the work they are carrying out.
- For any other contractors or suppliers, the admin officer will always ensure they are escorted whilst they are in school premises. This will include food deliveries for the kitchen/Woodpeckers and office and cleaning suppliers.

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 some contractors, supply staff and music teachers). The list will include a photograph of the person in case the person at reception is unfamiliar with them.

To qualify for this list, the visitor must have demonstrated, prior to the visit that:

a) They have a current clear enhanced DBS (Disclosure and Barring Service) check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old)

AND

b) They have authorisation from the Headteacher or Deputy Headteacher to travel around the school site unaccompanied.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception, sign in and wear a red visitors lanyard). A copy of the approved visitor list will be kept behind reception at all times.

Visitors Departure from School

On departing the school, visitors **MUST** return to reception and:

- Sign-out of the electronic sign-in system
- Return the identification visitors badge to reception
- Leave the school via reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitors red or white lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign-in and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (HT) and Deputy Headteacher (DHT) (or any other Senior Leader if neither is available) should be informed promptly.

The HT/ DHT or Senior Leader 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 parent helpers must complete a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old). A Disclosure and Barring Service or **DBS** check (also called disclosure) has no official expiry date. Any information included is accurate at the time the check was carried out. Whether or not to carry out a subsequent check is up to the practice owner/employer. Some authorities suggest a new check every 3 years. At Wherwell, we choose to carry out re-checks every 3 years.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.

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

Staff Development

As part of their induction, new staff will be made conversant with this policy 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 Policy
- Safeguarding Policy
- Healthy and Safety Policy
- School Emergency Plan