



St Denys CE Infant School

Visitor Policy

Signed by:

A handwritten signature in black ink, appearing to read 'Gargear', is written over a horizontal line.

Headteacher

Date:

01/06/2024

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Statement of intent

This policy is designed to outline St Denys CE infant School's procedures regarding visitors to the premises.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE 'Keeping children safe in education 2023'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Volunteer Policy
- First Aid Policy

The DSL is responsible for ensuring visitors understand the following school policies:

- Social Media Policy
- Personal Electronic Devices Policy
- Staff and Volunteer Confidentiality Policy
- Fire Safety Policy

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01530 260004 or via email on .

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable onto the shared diary sheet.

Wherever possible, the school office will be contacted about a proposed visitation at least two days in advance. The school office will pass all details on to the headteacher or Deputy headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher's or Deputy Headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT unless it has previously been arranged and authorised.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

3. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in 'regulated activity'.

DBS checks will be undertaken in accordance with the DBS Policy.

The Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty recommendations at all times when managing the risk of potential harm to pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
- Sign-in using the visitors' electronic sign in/out system
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' electronic sign in/out system upon departure
- Return ID badges to the school office before departure

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in the visiting procedures of this policy.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

6. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the Headteacher or Deputy Headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

8. Monitoring and review

This policy will be monitored and reviewed on an annual basis by the headteacher. The next scheduled review date for this policy is June 2025.

Amendments to the policy will be communicated to all relevant stakeholders.

Visitor 'Condition of Entry' requirement

At St Denys CE infant School, we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must read and agree to our 'condition of entry' form on the electronic sign in system at the school reception prior to entering the school site.

Please note: if you do not agree to the school's 'condition of entry', you are not permitted to enter the school site. Visits may need to be rearranged in this case.

Condition of Entry

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Whilst in our premises the following must be observed:

Health and Safety: Your wellbeing and safety during your visit are important to us. As visitors you have a legal duty to care for the health and Safety of yourself and others.

Emergency: If the fire alarm should sound, please leave the building by the nearest exit and proceed to the assembly point on the Junior School field situated next to the school carpark. Do not re-enter the building until you are told it is safe to do so.

Personal Property: The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.

Classrooms: Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Safeguarding Children: If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible and ask to speak to a member of staff with responsibility for child protection.

GDPR: We have legitimate interests in recording your personal details so that we can exercise our duty of care towards you during your visit and in the event of any future liability for loss or harm incurred whilst on our site. Your details will be securely retained for a maximum of six years.

By accepting our visitor badge and entering our premises you agree to abide by our rules and regulations.

Health and safety information for visitors and contractors

We wish to ensure your health safety and well-being during your visit so please take a few moments to read the information. Please contact reception if you have any specific requirements.

Personal Security: Every visitor is asked to register at the main entrance and to wear a visitor pass. As you leave the premises, please remember to check out. Please keep your valuables with you at all times. If you do leave the building for a short time, please exit through the reception, informing the office and checking out as you go. Please do not prop open any doors which could allow access to unauthorised individuals.

Accident Reporting: All accidents, any near misses or other incidents must be reported to the office.

Fire Precautions: In the event of a continuous alarm sounding, everyone must leave the building immediately using the nearest fire exit- all clearly marked. You will be directed to the assembly point on the Junior School field. Please wait to be accounted for.

First Aid: In the event of an accident, contact a member of staff who will assist and enlist the help of a trained person. If you have a medical condition that you would like us to be aware of (so we can offer some help if it becomes necessary) please inform a member of staff on arrival.

Work Equipment: Contractors coming onto site must report to the office before commencing work. Contractors must supply their own equipment which must be kept secure and away from children at all times. Electrical equipment brought onto site must comply with the current legislation and have been tested in line with the Electricity at Work Regulations 1989.

Asbestos: Contractors should sign to say that they have seen the school asbestos register which is in the reception before commencing any work.

COSHH: If you are bringing materials onto site that are covered by COSHH regulations please leave a copy of the relevant data sheet and risk assessment with the office or premises officer.

Safeguarding: The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff volunteers and visitors to share this commitment. The designated safeguarding and child protection members of the staff or the Headteacher and Deputy Headteacher should be contacted immediately with any concerns.

We thank you for cooperating with us in caring for your health and safety during your visit. Should you identify any shortcoming in our arrangements for health and safety we would be pleased if you would draw it to our attention. Full details of our health and safety arrangements are available from the Headteacher who along with the governing board and local authority takes the responsibility for the fulfilment of our obligations under the Management of Health and Safety at Work regulations 1999.