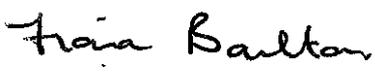


September  
2018

# Visitors' Policy

Approved by Governors:	16 <sup>th</sup> October 2018
Signed	 Mrs F Boulton, Chair of Governors
For review:	September 2020

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BALDWINS GATE CE (VC) PRIMARY SCHOOL**

# Baldwins Gate CE (VC) Primary School

## Visitors' Policy and Guidance

### Introduction

We are very proud of our school and visitors are welcome. They often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the pupils are safeguarded at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein. The Headteacher and Governing Body are responsible for implementation, co-ordination and review of this policy.

### Aim

To safeguard all children both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that at Baldwins Gate Primary School children can learn and enjoy curriculum and extra-curricular experiences, in an environment where they are safe from harm.

### 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 guidelines as set by the DfES.

### 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 visitors including:

- External visitors entering the school site during the school day or for after school activities
- All governors of the school
- All parents (including parent helpers)
- All representatives from the local authority and other agencies
- Building and maintenance contractors

## Protocol and Procedures

### Visitors invited to the school:

Before a visitor is invited to the school, the Headteacher and Bursar should be informed, with a clear explanation as to the relevance and purpose of the visit, the intended date and time for the visit. Permission must be granted by the Headteacher.

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

1. All visitors must report to reception on arrival.
2. At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
3. All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times.
4. All visitors will be required to wear a school identification badge.
5. All visitors will be required to hand in their mobile phone to the school office for the duration of their visit.
6. All visitors will be provided with information about emergency evacuations procedures and protocol.
7. 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. The contact will then be responsible for them while they are on site.
8. On departing the school, visitors should leave via reception and enter their departure time in the Visitors Record Book alongside their arrival entry.
9. Visitors must return their identification badge to reception.

### **Unknown/Uninvited Visitors to the School:**

Any visitor to the school site who is not wearing an identity badge should be challenged politely as to who they are and their business on the school site.

They should then be escorted to reception to sign the visitors book. School staff will adhere to the procedure set out for visitors to school as set out on page 2.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly.

The Headteacher 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 Parent Helpers/School Volunteers**

All governors and parent helpers who work at school regularly must comply with the Disclosure and Barring Service (DBS) procedures, completing a DBS disclosure form and attending Level 1 Safeguarding training.

Governors should sign in and out using the visitors book.

New governors should be made aware of this policy.

New parent helpers and school volunteers will be asked to comply with this policy.

### **Staff Development**

As part of their induction, new staff will be made aware of this policy and asked to ensure compliance with its procedures at all times. Staff will be informed about strategies for dealing with abuse or aggression (verbal or physical) from others.

### **Protocol for Visitors to the school**

Visitors are asked to please:

- Respect the ethos of the school – one which respects everyone treating all kindly and speaking courteously (please speak to the class teacher or Mrs Lowe, the Headteacher, if you need support with a child or the language needed to speak appropriately to a child).
- Please respect it is the responsibility of the teachers to ensure children speak and act with respect. Please do not admonish or criticise any child.

- If you are visiting to work with a child please ensure that you work within the classroom or are visible to classroom staff working at a location that has been agreed with classroom staff.
- While in school please be respectful of our code for confidentiality for both our children and staff.
- If you see anything that makes you concerned or uncomfortable please discuss this with Mrs Lowe or Mrs Riley, School Bursar.
- If you are ill or injured or involved in an accident please report this to the school office.

### **Emergency Evacuation/Fire Alarm**

- If you hear the fire alarm and are alone, please proceed to the far end of the junior playground.
- If you are working with a child, in the event of an emergency evacuation/fire alarm sounding please lead the child to safety and inform a member of school staff.
- Our car park is small and we cannot and do not accept responsibility for loss or damage to vehicles. Please park carefully.

### **Safeguarding**

- A leaflet providing Safeguarding Information for Visitors is available from reception.
- If you have any concerns that a child is at risk of harm or has been harmed please speak to:

Mrs C Lowe	-	Designated Safeguarding Lead
Mrs L Lowndes	-	Deputy Designated Safeguarding Lead
Mrs F Boulton	-	Nominated Governor for Safeguarding

- Do not question or seek views, opinions of a child further. Any concerns should be reported immediately.

### **Linked Policies**

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

- Child Protection (Safeguarding and Safer Recruitment Policy)
- Confidentiality Policy
- Health and Safety Policy
- Fire Safety Policy



### **Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in the future.