



LAWFORD C OF E PRIMARY SCHOOL

**Procedures for School Visitors
Reviewed May 2024
Annual review**

Policy Statement

The school takes pride in the high expectations it places upon pupils' good behaviour and places an equal expectation upon all visitors to mirror the care, consideration, and respect for others that is central to our mission statement.

The Governing Body assures all visitors a warm, friendly and professional welcome to Lawford C of E 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 and staff 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 procedures. Failure so to do may result in the visitors being escorted from the school site.

The Head teacher is the member of staff responsible for implementation, coordination and review of these procedures. All breaches of these procedures must be reported to the Head teacher.

Aim

To safeguard all children and staff under this school's responsibility both during curriculum 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), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- Other education related personnel (County Advisors, Inspectors)
- Building & maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

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/contractors list as set out below). They must follow the procedure below.

- 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.**
- At reception, all visitors must state the purpose of their visit and book in using Inventory. They should be ready to produce formal identification upon request.
- All visitors will be required to wear an identification badge/sticker – the badge/sticker must remain visible throughout their visit.
- 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, where the visitor does not hold an enhanced DBS check checked by the school. 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 Single Central Record.

Approved Visitor List

The school will hold an approved visitor list (recorded on Inventory) for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and photo ID and this has been entered onto the School's Central Record

DBS Checked visitors should sign in on Inventory using the DBS Checked screen. They then should wear their id badge visible (e.g. Inclusion Partner form Essex) or a school issued badge on a lanyard throughout their visit/ or an Inventory DBS checked sticker. School lanyards should be handed back on departure.

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Visitors Departure from School

- On departing the school, visitors **MUST** leave via reception and:
- Return the identification badge to reception (if issued)
- A member of staff should escort the visitor to the reception (if not 'DBS Checked')
- Sign out on Inventory in the foyer by the main entrance.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge/sticker 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 into Inventory and be issued with an identity badge/sticker.

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 a member of the SLT informed.

The SLT member will then review how this individual came to be on site without complying with the procedures above. The police may be called depending on the circumstances.

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.

Linked Policies

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

- Child Protection Policy
- Health and Safety Policy
- Bring Your Own Device Policy

Review

The procedures will be reviewed annually