



Willow Wood Primary School Visitors to School Policy

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification

- All visitors enter the school building through the main door and report to office staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see
- All visitors are required to sign in using the electronic iPad system which is kept in reception at all times
- DBS details will be taken where required
- All visitors are required to wear an identification badge /lanyard when on site
- Visitors will be asked to switch off their mobile phones and store them away whilst in the building
- Contractors who need to take photographs while in the building will be supervised by a member of staff and photographs checked by the staff member prior to them leaving to ensure no children are present
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- Visitors are 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.

On departing, visitors leave via reception and:

- Enter their departure time on the iPad recording system alongside their arrival entry
- Return the identification badge /lanyard to reception
- Share any messages or follow up plans with office staff

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the iPad entry system and be issued with an identity badge /lanyard. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and a call is made to the headteacher or Deputy Headteacher if necessary. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, an emergency call is made /panic button deployed and 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 volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff when they first report to the office or when coming into school for an activity or class supporting role. If the role is to be regularly occurring, school will apply for a DBS for that person.

Sexual Harassment

Sexual Harassment is a specific type of harassment under the law. It is unlawful and the school will not tolerate any type of unwanted behaviour of a 'sexual nature'. Any complaint of sexual harassment will be taken seriously by the person receiving the complaint and dealt with sensitively and as quickly as possible.

CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

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

- Child Protection
- Healthy and Safety

Monitoring and Evaluation

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