

Watlington Primary School

Visitors Policy and Procedures

January 2025

Next due review: January 2027

Signed: _____ Headteacher Date: January 2025
Gemma Sterjo

Policy has been adopted / reviewed by Governing Body:

Signed: _____ Chair of Governors Date: January 2025
Finbar McGaughey

Policy Statement

Watlington Primary School has a legal duty of care for the health, safety and well-being of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where safeguarding and child protection procedures are concerned. The school therefore requires that **all visitors** (without exception) comply with the following policy and procedure.

Policy Responsibility

The Headteacher is the member of staff responsible for the implementation, co-ordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher or via the school office.

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 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 supply teachers / peripatetic tutors / sports coaches and topic related visitors)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

Protocols and Procedures

Planned visitors to the school

All visitors to the school will be asked to provide formal identification at the time of their visit. Where possible the school office staff should be informed of all pre-arranged visitors to the school.

- All visitors must report to the school reception first and should not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in on the electronic signing in machine, making note of their name and organisation.

- When signing in, visitors will be expected to read the Code of Conduct on display (see appendix).
- All visitors will be required to wear a visitor identification badge, the badge must remain visible throughout their visit.
- All visitors will be made aware of whom the Designated Safeguarding Leads are, and that any safeguarding concerns should be reported to them.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive the visitor. The contact will then be responsible for them while they are on site.

On departing the school, visitors should leave via the school reception and:

- Sign out on the electronic signing in machine
- Return their visitor badge

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Unknown / unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school reception to sign in. The procedures above then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher should be informed promptly
- The Headteacher / Deputy 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 regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held).
- All Governors and parent helpers should follow the procedures as stated above.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- All regular parent helpers must be DBS checked. New parent helpers will be asked to comply with this policy at their Induction meeting before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby / job/ faith) without a DBS check, as long as they are not left unsupervised with children. The Headteacher must give permission before any such visit takes place. Again these parents should follow the procedures as stated above.
- All governors and parents should wear their visitor badges when on site.

Contractors/ Maintenance Workers

Contractors/ Maintenance workers should follow the procedures set out above.

Staff development

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

Linked Policies

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

- Safeguarding and Child Protection Policy
- Health and safety policy
- Confidentiality policy
- Safer Recruitment policy

Appendix

VISITORS/VOLUNTEERS/CONTRACTORS

CODE OF CONDUCT

To safeguard our students and staff all visitors, contractors, and school volunteers must agree to adhere to:

- Have your photographic ID and proof of DBS available
- Wear your Visitor Badge at all times
- Do not interact with students without permission
- Use appropriate language and behaviour at all times
- Mobile phones are not to be used on site
- No photography / videoing without permission
- Keep the school contact person who is responsible for you, aware of your location at all times
- Report any concerns about children or health and safety to Reception, who will contact the Designated Safeguarding Lead
- Report any breakages or accidents to the main office
- Sign out and return your Visitor Badge when you leave
- In the event of an alarm sounding, please leave the school buildings and go to the nearest assembly point on the school playground.

In signing the visitors' book you are agreeing to the above code of conduct.

Thank you