September 2022 2023

School Visitors Policy

Audley Infant School

Audley Infants and Nursery School
Visitors Policy

Introduction

Visitors are welcome to Audley Infants and Nursery School as 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 security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein. Implementation of this policy will contribute to one of the five outcomes required by the Government 's Green Paper, Every Child Matters: staying safe.

Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Audley Infant and Nursery School children can learn and enjoy 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 'Keeping Children Safe in Education' Sept 2022.

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 peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
· All governors of the school
· All parents (particularly parent helpers)
· All pupils
· Education personnel (County Advisors, Inspectors)
· Building & Maintenance Contractors

External Visitors to Audley Infant School

Staff are required to be familiar with DfE Keeping Children Safe in Education Sept 2022 in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

Visitors Invited to the School

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

b) 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:

· All visitors must report to Reception first - do 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 via our Sign in App at Reception

· All visitors will be required to wear an identification sticker whilst on school premises

· Visitors will then be escorted or directed 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 the school, visitors should leave via reception and sign out via the Sign In App

· A member of staff should direct the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

- Parents collecting children, in school hours for appointments etc. must wait at Reception and the children will be brought to them by a member of staff.

Unknown/Uninvited Visitors to the School

a) 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 on the school site

b) They should then be escorted to reception to sign in via the Sign In app and be issued with an identity sticker.

c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and/or Deputy Headteacher (or Senior Leader if neither is available) should be informed promptly.

d) 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.

e) 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

a) The School must check all governors and parent helpers DBS certificate and include this on the SCR for the time that they work with school. (Please note that Governors should sign in and out using the Sign In app)

b) New governors will be made aware of this policy and be familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, or Chair of Governors

c) New parent helpers will be asked to comply with this policy by staff when they first report to school and when coming into school for an activity or class supporting role.

Linked policies

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

· Safeguarding Policy

· Healthy and Safety Policy

Dissemination This policy is publicised to all in the school community through:

· School Website

And is available as a hard copy on request

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 future.

Signed…… H M Nelson ……. **Head teacher**

Signed…… J. Cooper. ……. **Chair of Governors**

Policy Date……Sept 2022

Review Date……July 2023