



Tunstead Primary School
Strong foundations, Bright futures

Visitors Policy

Approved by governors at:

meeting on:

Signed chair of Meeting:

Signed Head teacher:

Staff notified of new policy, how/when?:

Update on website, Y/N?:

Date of next review:

Linked policies:

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety



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 secretary 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.

- They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times
- All visitors are required to wear an identification badge/lanyard
- 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.
- Regular Peripatetic teacher and sports coaches will be assigned an area of work. They will inform staff of what they are doing and why if they need to move to another work area.

On departing, visitors leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry



- Return the identification badge to the member of staff escorting them

Unknown/Uninvited Visitors to the School

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

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The 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, a second member of staff is called and the aggressive visitor 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.

Contractors

All contractors are asked to sign in and out and appropriate identification checks are made. Wherever possible, workers have DBS checks through their employers (e.g. NORSE, NPS, Edwards and Blake) and are a Norfolk County Council contractor.

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 or Training Liaison Governor.

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

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.

Prevent

All staff are trained in identifying indicators of radicalisation and extremism in line with the Prevent Strategy. All visitors and contractors are given suitable checks and appropriately supervised when on the school premises. Any suspicious behaviour will be reported directly to the Headteacher/DSL.

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.

Linked Policies

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

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety



Tunstead Primary School
Contractors and Regular Visitors in School Code of Conduct information Leaflet

We would like to welcome you to our school. While you are here it is likely that you will come into contact or be working with children. We would like to make you aware of certain issues and protocols that apply when you are in school

Protocol

1. All visitors must sign in on arrival and sign out before leaving.
2. All visitors must wear a visitor's badge/lanyard so that it is visible.
3. Visitors may be asked to provide formal identification to ensure they are allowed access to some areas of the school.
4. You will usually be escorted to the area you are working in, please keep staff informed of where you are and what you are doing if you move from this area. (If you leave school premises, ensure all doors are secure.)
5. There is no smoking on school premises.

All visitors are asked

6. To dress appropriately and not to use profane or inappropriate language.
7. To work safely and be aware of responsibility for your own actions and behaviour.
8. To avoid any conduct which could lead any reasonable person to question your motivation.
9. To work in an open and transparent way; avoid placing yourself in vulnerable situations.
10. To never give your personal details to children or young people.
11. To only use mobile phones in the staffroom and offices away from children.
12. Not to use their personal phone for taking pictures unless previously agreed with the headteacher.

Safeguarding

13. It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
14. If you have any child protection concerns it is your responsibility to pass these on to the Designated Safeguarding Lead Mrs Hamilton or her deputies Mrs Pleasant's or Mr Fowkes immediately. Details can be found on the reverse of your visitor's badge/lanyard.
15. Child protection and safeguarding policies can be found in the school office or on the website.
16. In line with the Prevent Strategy, we ask all visitors to abide by the British Values and to report any observations to the Designated Safeguarding Leads.

Behaviour

17. It is important to remember that everyone within the school promotes positive behaviour, so if you observe children behaving inappropriately please inform a member of staff. The responsibility for discipline within the school, school grounds and during school hours lies with the teaching and learning support staff. You should not or be expected to discipline pupils, please just report any incidents.



18. If you have any concerns or worries, or witness any incidents or injury, please pass this on to any member of staff who will gladly help.

Confidentiality

19. When working in school, it is likely that you may see or hear confidential information about pupils and possibly members of staff. This could include reading record books, notices or over hearing conversations. It is essential that you do not discuss any confidential information outside school.
20. Information regarding any member of our school community will only be shared when necessary or consent has been gained.

Emergency procedures

21. On hearing the fire alarm, proceed through the nearest fire escape to the rear playground and report to the secretary.
22. If you discover a fire, sound the alarm at the nearest point (located at most exits).
23. For first aid, please ask the school secretary who will locate a first aider. Mr Fowkes is First Aid at Work trained.

Classroom Volunteers

24. When working in class you will receive guidance about your task from a member of staff. If you feel unclear about what is expected of you, please ask.

We hope you enjoy your time in our school. Thank you for your support.