



St Herbert's RC Primary School

School Visitors Policy & Procedures

Approved by Governors on: 06.07.2022

Date to be reviewed: Summer 2024

Signed on behalf of the Governing Body: *P Devine* (Chair)

INTRODUCTION

Welcome to St Herbert's RC Primary School.

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement:

"Strong in Faith, Hope and Love, for the Common Good"

and the School Ethos:

"By loving one another as God loves us, we can achieve spiritually and academically"

The mission statement reflects how the family of St Herbert's is to conduct itself at all times. All communication and interaction between members of the family of St Herbert's - staff, children, parents, carers and visitors must reflect our mission statement.

The Governing Body assures all visitors a warm, friendly and professional welcome to St Herbert's RC Primary School, whatever the purpose of their visit.

Before visiting our premises please agree to our Visitor Policy.

Entrance beyond the reception area of the building is strictly prohibited by any persons other than employees of St Herbert's RC Primary School.

Authorised visitors and Contractors are required to have an appointment with a specific individual. The visitor must sign in at the designated area and receive a visitor's pass.

The visitor must agree to the Health & Safety and Safeguarding Policies of our school.

The visitor is required to observe the fire evacuation procedures which are clearly displayed in the reception area.

The Visitor is required to return their Visitor's pass and sign out when they leave the building.

The Visitor is responsible for their own health and safety while they are on these premises.

School Visitors Policy and Procedures

Policy Statement

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 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 policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

Policy Responsibility

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Business Manager.

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.

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 staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including students, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (LA 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. (Note: the Learning Centre admits parents only to pick up pupils)
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in via the entry sign system, which is located in reception at all times, making note of their name, organisation, who they are visiting and car registration.
- **All visitors may be required to confirm that they have no symptoms of COVID-19 at this time, dependent on government guidance at that time. (Contractors may be required to complete LA COVID-19 screening checklist).**
- All visitors will be required to wear an identification badge– the badge 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. 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 Approved Visitor List.

All Visitors are asked to observe the following:

- Use appropriate language and behaviour on site, particularly around the children
- Store all equipment safely and in accordance with health and safety arrangements
- Be aware of the school's Safeguarding Policies
- Drive with extra caution on school premises

Approved Visitor List

The School will hold an approved visitor list 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:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Register **AND**
- b) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in via the entry sign system). A copy of the approved visitor list will be kept behind reception at all times.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time into the entry sign system, alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown/Uninvited 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 on the school site.

They should then be escorted to reception to sign in via the entry sign system, and be issued with an identity badge.

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 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 (please refer to Critical Incident Plan).

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the entry sign system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Link Governor and Chair of Governors.

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.

Staff Development

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

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

- Safeguarding Policy
- Health and Safety Policy

- Critical Incident Policy & Plan

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Entry sign system	Name, Vehicle registration, Company if applicable. Image(photo)	Safeguarding	Visitors	On the entry sign server (encrypted)	Retention period - current year + 6 years.

As such, our assessment is that this policy:

Has few/No data compliance requirements	Has a moderate level of data compliance requirements	Has a high level of data compliance requirements
✓		

Policy Review

This policy will be reviewed every two years.