



## External Visitors Policy

Our External Visitors Policy supports this vision for the school:

*Checkendon Primary School is a dynamic Church of England school in which our Anglican Christian values of respect, courage, integrity, compassion and hope are at the heart of everything we do. We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.*

### **1. Introduction**

Visitors are welcome at Checkendon Primary School. Indeed 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.

### **2. Aim**

To safeguard all children at the school both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Checkendon Primary School can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

### **3. Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors and parents which safeguards the pupils.

### **4. 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, health professionals, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents/guardians
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors
- Supply staff and student teachers

- Former pupils

## **5. Protocol and Procedures**

### **5.1 General requirements for visitors to the School.**

- A visitor is defined as any person seeking to enter the school premises who is not an employee of the school or a student enrolled in the school.
- All visitors shall report to the school office when arriving or leaving the school premises.
- All visitors shall be prepared to produce formal identification if requested.
- All visitors required to enter school premises shall sign the Visitors Book and wear a Visitors Badge. (In general only those Invited to the school shall be allowed access to the school premises)
- Visitors will 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. (Only permanent members of the school staff may act as the point of contact for an external visitor)
- All visitors shall be briefed on the relevant emergency evacuation procedures and assembly points.
- All visitors on departure shall record their departure time in the Visitors Book and return their visitor badge to the school office.
- If a 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.

### **5.2 Exceptions to visitor requirements**

Parents or visitors who have been invited to visit the school as part of a scheduled 'open house', special event, scheduled performance by a class, team or group are exempt from the 'General Requirements for Visitors.'

The visitor requirements do not apply during the normal drop-off (08:40 to 08:50) and pick-up times (15:15 to 15:30)

### **5.3 Visitors Invited to the School, Governors and Parent/Guardian Helpers**

Before a visitor is invited to the school the 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.

### **5.4 Ad-hoc parent visitors**

Checkendon Primary School recognise that from time to time it is necessary for parents/guardians to make unplanned/exceptional visits to the school. Examples of such visits may be to deliver forgotten items, administer medicines, or give a child urgent information

To minimise disruption to the class and teaching staff 'forgotten items' shall be labelled with the students name and class and handed to the office who will then deliver to the appropriate class/student.

When it is necessary for the parent/guardian to administer a medicine the parent/guardian will be asked to wait in the reception area whilst the student is fetched from the class. The parent/guardian and student will then be escorted to a private/quiet location for the medicine to be administered.

If a parent/guardian needs to talk to a child during school hours the parent/guardian will be asked to wait in the reception area whilst the student is fetched from the class. The parent/guardian and student will then be escorted to a private/quiet location.

### **5.5 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) If they have legitimate business on the school site they should then be escorted to reception to sign the visitors book and be issued with an identity badge.
- c) All other unknown/uninvited visitors shall be asked to leave the site immediately and the Headteacher (or teacher in charge if the Headteacher is unavailable) should be informed promptly.
- d) The Headteacher (or teacher in charge if the Headteacher is unavailable) 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.

**6. DBS disclosures**

- Any visitor working alone with a child or group of children should have a valid DBS certificate including governors and parent helpers.
- The Headteacher will decide whether a DBS certificate is required for any visitor to the school and the visitor must be prepared to comply with their decision. In the event that the Headteacher decides a DBS certificate is not required e.g. the visitor will never be left alone with children, a risk assessment should be completed.
- For visitors who have applied for but not yet received their DBS certificate the Headteacher should complete a risk assessment.
- Any visitor working alone with a child or group of children should undergo an induction to include the school fire procedures, Safeguarding and Health & Safety Policies

**7. 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.

**Head Teacher:**.....

**Chair of Governors:** .....

**Date of adoption:** 23<sup>rd</sup> January 2017

**Date of review:** Feb 2018