



## **Visitors Policy**

Date updated – May 2020

Lead – Tracey Allen

Status - Current

Prepared by – Tracey Allen

Review date – May 2021 or sooner if  
legislation is updated

### **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, CIC members, 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.
- CIC Board members
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors
- Commissioned services/Agency staff

### **Protocol and Procedures**

#### **Visitors Invited to the School**

Before a visitor is invited to the school, both the Principal and Office Manager are informed, with a clear explanation as to the relevance, proposed date and time of the visit. Permission must be granted by the Principal/Office manager before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Book which is kept in the hallway at all times
- All visitors are required to wear an identification badge
- 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 door to receive the visitor. The contact will then be responsible for them while they are on site.

On departing, visitors should:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to office manager

### **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 hallway 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 and a call is made to the police if necessary. The Principal/Office manager (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, 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.

### **CIC board Members and Volunteers**

All CIC Board Members and volunteers are required to have an enhanced DBS.

New CIC members 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 Principal and the Chair of the CIC Board.

New volunteers will be asked to comply with this policy in their induction process 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.

### **Linked Policies**

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

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

## 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.

## COVID-19 Temporary Amendments.

Due to the current crisis regarding COVID-19, all visitors are discouraged from visiting Best Futures School, this also includes parents of children within the school. This is to ensure that all staff and children remain safe as possible.

If a visit needs to take place at the school, visits should take place outside of school hours.

- All visitors should be instructed to clean their hands using soap and water or hand sanitiser.
- Staff should sign all visitors in and out to reduce contact with the sign in book.
- If the visit is conducted outside of school hours, visitors will not be given a visitors' badge.
- All visitors should be instructed that they are not permitted to touch any surfaces.
- All internal doors must remain open for the duration of the visit to reduce contact areas.
- A two-meter distance should always be kept in line with social distancing guidance.

<b>Proprietor</b>	Dawn Best	Signature	Dawn Best	<b>Date:</b>	20/05/2020
<b>CIC Board Member:</b>	Steve Davies	Signature	Steve Davies	<b>Date:</b>	20/05/2020