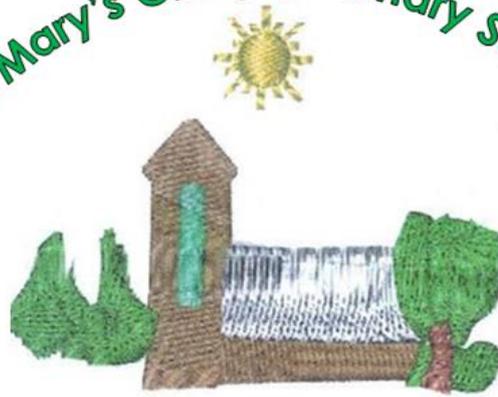


St. Mary's C.E. (A) Primary School



St. Mary's C.E. (A) Primary School Greenfield

Visitor Policy

Last Reviewed Autumn 2022

Next review: As appropriate in relation to any changes in legislation or policy.
This policy will stand until the next review.

'We enjoy learning and achieving in a Christian environment'

ST. MARY'S C.E. (A) PRIMARY SCHOOL

GREENFIELD

CURRENT VISITOR POLICY

Mission Statement

'We enjoy learning and achieving in a Christian environment'

Introduction

This document is a statement of the aims, principles and strategies for dealing with visitors at St. Mary's C.E. (A) Primary School.

Equality Statement

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

KCSIE

This policy and procedure is subject to the statutory safeguarding and child protection guidance for schools in England, Keeping Children Safe in Education (KCSIE, DFE 2022) which outlines a child-centered and coordinated approach to safeguarding. Safeguarding and promoting the welfare of children is everyone's responsibility and every person who comes into contact with children in whatever capacity has a role to play. They should therefore consider, at all times, what is in the best interests of the child and take prompt action where necessary.

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

Guidelines

- a. Wherever possible, visits are pre-booked with the School Office. The standard procedure is for all visitors to arrive at the main entrance and to enter their details (name, time of arrival and purpose of visit) in the Visitors' Book at Reception. They will receive a *Visitor's lanyard* to wear at all times in school. A member of the School Office staff, as admitting adult, takes responsibility for admitting visitors. The Head Teacher designates a member of staff to act as admitting adult at times when the School Staff are unavailable (e.g. after 4.00pm when Diamonds staff will the door). At no time will pupils be given responsibility for admitting visitors.
- b. Any member of staff admitting a visitor through any other door e.g. from the playground at 8.55am, is personally responsible for ensuring that the visitor is directed to the School Office and their details are recorded in the Visitors' Book. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. On occasions such as these, the visitor should be escorted to the Office.
- c. Unless the admitting adult recognises the visitor and knows his/her business at the school, he/she will establish:
 - I. the identity of the visitor (if appropriate by asking for an identification document);
 - II. the purpose of the visit before admitting the visitor to the school and will ensure that the visitor
 - III. enters adequate visitor details in the visitors' book.
- d. If in any doubt about the visitor, the admitting adult must ask the visitor to wait in the entrance area and then inform the Head Teacher immediately. A member of the Office Staff will check the Visitors' Book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have left the school. It is the duty of any member of staff to report to the Head Teacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Head Teacher will keep a written record of such reports and details and will decide on appropriate action (report to all other schools, the LA, the police and alert all staff).
- e. If the visitor has an appointment, the admitting adult will ask the visitor to sign in and wait (this could mean remaining in the foyer or taking a seat outside the office, where appropriate) whilst the admitting adult finds the appropriate member of staff. The admitting adult will then escort the visitor to the classroom/meeting place.
- f. If the visitor does not have an appointment, the admitting adult will ask the visitor to sign in and wait (this could mean remaining in the foyer or taking a

seat outside the office, where appropriate) whilst the admitting adult finds the appropriate member of staff. Please note that that is school policy for parents/carers to make an appointment in advance to see any member of staff.

- g. If the visitor is to be working with the children, e.g. Animal Man, SEND service staff will be expected to provide the office staff with their DBS Number or relevant identification.
- h. Oldham Council signs are displayed in all entrances and outside classrooms welcoming visitors. These inform visitors:

Should anyone act in an abusive or threatening manner they will be required to leave the building. Further action could be taken and may result in prosecution.

- i. The Head Teacher is responsible for ensuring that the procedures in this policy are followed by all staff. The governing body will monitor the carrying out of this policy at least once a year.

This document should be read in conjunction with our Communication Agreement to ensure safe practice at all times.

Next review: 2025 or as appropriate in relation to any changes in legislation or policy. This policy will stand until the next review.