

Gisburn Road C.P School

Visitor Policy



Date Agreed: November 2019

Review Date: November 2021

Aim of the Visitor Policy

To safeguard all the children during school hours whilst following the curriculum and out of school hours activities. The ultimate aim is to ensure children at Gisburn Road Community Primary School can learn and enjoy extra-curricular experiences and enhanced classroom opportunities in an environment where they are safe from harm.

Objectives

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

Where and to whom the policy applies

- All teaching and non-teaching staff employed by the school
- All visitors entering the school site during the school day or for after school activities including parent volunteers, peripatetic teachers, sports coaches and topic related visitors
- All Governors of the school
- All parents (particularly parent volunteers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Buildings & Maintenance Contractors

Visitors invited to the School

• Before a visitor is invited to the school the Headteacher/Deputy 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/Deputy Headteacher before a visitor is asked to come into school.

• When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and are informed of the procedure for visitors as set out below:

- **All visitors/volunteers must report to the main office first** – visitors must not enter the school via any other entrance other than the main school entrance in the Junior building.
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification and the necessary DBS number if they are involved in regulated activity.
- All visitors will be asked to sign the Visitors Record Book, which is kept in the reception area in the Junior building.
- All visitors will be required to wear a visitor badge and lanyard. Non 'regular visitors' should not be given a fob.
- Visitors will be required to leave any personal belongings including their mobile phones, where appropriate, in a locker.
- Visitors will then be escorted to their point of contact if required. The member of staff will then be responsible for them while they are on site.
- Visitors needing to use the school's wifi will be required to sign the school's Acceptable Use Policy.
- On departing the school, visitors should leave via the main office front door and enter their departure time in the Visitors Record Book.
- Office staff should ensure that lanyards are returned.

Unknown/Uninvited Visitors to the School

- a) Any person on the school site who is not wearing an identity/visitor badge should be challenged politely to enquire who they are and their business on the school site.
- b) They should then be escorted to main entrance in the Junior building to sign the visitor's book and be issued with a visitor badge. The procedures for invited visitors then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher, Deputy / Assistant Headteachers or Office Manager should be informed promptly.
- d) 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.
- e) As much as we encourage volunteers/visitors and appreciate the help they give in school, failure to comply with this policy will result in visits being stopped for that individual in the interest of safeguarding our children.