



## VISITORS POLICY

Governing Body with Responsibility	Resources Committee
Proposed by Head Teacher	June 2016
Agreed by Governors	September 2016
Chair's Signature	
Staff Member Responsible for Review	Head Teacher & Bursar
Reviewed	August 2017
<b>Date of next review:</b>	<b>September 2018</b>

The Governing Body of St. Johns Walham Green CE Primary School have formally adopted this Policy.

ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

Filmer Road, Fulham, London, SW6 6AS

Telephone: 020 7731 5454

Head Teacher - Ms Barbara Wightwick

Chair of Governors - Mrs Evie Hambi

## 1. **Policy Statement**

St John's Walham Green CE Primary School seeks to provide an open and friendly learning environment and is keen to work closely and proactively with parents, members of the local community and other agencies. At the same time, our most fundamental duty is to protect the safety and welfare of all our pupils in accordance with the '***Keeping Children Safe in Education***' (May 2016) **statutory guidance** and also protect and preserve our resources against theft, vandalism and misuse. In order to do this we must establish effective policies and procedures for managing the risks in order to:

- Provide a safe and secure environment for pupils, staff and resources of St John's Walham Green
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of St John's Walham Green
- Meet legal requirements.
- Ensure the health, safety and welfare of all people, whilst on site
- Ensure that visitors feel welcomed

We welcome visitors to the school, but expect all visitors to comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements.

The Head Teacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries, during and outside school operating hours.

Visitors are very welcome to our school, however it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Head Teacher to ensure that this duty is implemented 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 procedure.

## 2. **Objective**

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. 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.

### **3. Protecting Children and Yourself**

The child's welfare is paramount (Children Act 1989). Adults in school are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motive or intentions. All adults working in school must work and be seen to work with openness and transparency. All volunteers, and regular visitors from external agencies to the school must be familiar and work in accordance with the school's policies for:

- a. Health and Safety Policy
- b. Fire Safety Policy
- c. Safeguarding Policy
- d. Internet Access Policy
- e. Equal Opportunities Policy
- f. Behaviour policy
- g. Anti-Bullying Policy
- h. Whistleblowing Policy

### **4. Health, Safety and Welfare of Visitors in School**

As a school we are committed to taking all reasonable precautions in safeguarding the health and safety of visitors. First and foremost, therefore, such precautions must start in ensuring the safety and promoting the welfare of both staff and pupils through the implementation of our Health and Safety policy. By doing this we can be assured that, "as far as is reasonably practicable", members of the public are given equal consideration and are not adversely affected by bad working practices.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

In turn we would ask that all visitors take reasonable care for their own health and safety, and that of their fellow workers/colleagues/staff/pupils and any other person who could be affected by their acts whilst on site. The school reserves the right to carry out appropriate risk assessments on all work activities involving visitors. If hazards are identified, the necessary action will be taken to eliminate them or reduce them to an acceptable level.

Visitors to be informed that:

- If visitors feel unwell or suffer an accident whilst on school premises, they should report to reception in order to access first aid facilities and assistance from a qualified first aider.
- Vehicles parked on the school site are done so entirely at the owner's risk.
- The school is a **NO SMOKING** school.
- The school is a **NUT FREE** school
- In the interests of health and safety, hot drinks must not be carried around within school unless in a sealed, lidded and insulated cup. Hot drinks can, however, be made and consumed in the staff room in an ordinary cup or mug.
- The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises.

- The school will not tolerate abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment.

## **5. DBS Checks**

All visitors are required to go through the enhanced DBS procedures if they are to be regularly working with pupils in school. The term '*regularly*' has been clarified by the Independent Safeguarding Authority to be at least weekly contact.

Supply agencies must obtain an enhanced DBS check in respect of all supply teachers before they place them in a school. Head teachers should obtain confirmation from the supply agency that all safer recruitment and vetting procedures have been undertaken and no concerns have been identified prior to the supply teacher commencing work.

Any visitors that will have contact with children but do not fall into the above category should carry and be asked for photographic ID before entry into the school.

The contract with Interserve - school dinner providers, requires all personnel to be enhanced DBS checked by themselves prior to employment. Whilst, the London Borough of Hammersmith & Fulham (LBH&F) remains responsible for ensuring personnel placed by them within the schools in the borough have completed enhanced DBS checks and continues to monitor to ensure these are renewed within required timescales.

In addition, occasional or infrequent visitors (e.g. a grandparent to speak about life in the war, a plumber called on an emergency basis to repair a leak), hence do not have the necessary checks and must be accompanied at all times.

## **6. Visitor Emergency Evacuation Procedures**

In the event of an emergency evacuation being required the fire alarm will sound. Visitors will evacuate the building in accordance with correct procedure and proceed to the fire assembly points, as indicated on the signs around the building. All visitors in school should evacuate rooms quickly and orderly following the guidance of the member of staff in charge.

Visitors working alone are potentially more vulnerable and should already have been briefed on the emergency evacuation procedures for the area in which they are working. The fire procedure is posted in every room and in corridors and assembly spaces. They should therefore vacate the building quickly and in an orderly way as instructed. If in doubt, they should evacuate the room and report to the nearest member of staff for safe escort.

A roll call is taken to account for the safety of all pupils, staff and visitors at the assembly point. Once at the assembly point, all visitors should report that they are safe to a member of the admin staff who will be in possession of the visitor's record.

Visitors should remain at the assembly point until otherwise instructed by the Head Teacher or the Deputy Head Teacher.

## **7. Signing in Procedures**

To ensure the school meets its *Safeguarding, OFSTED* and *School Health & Safety Policy* obligations, it is essential that our procedures for signing in and out of the school are adhered to by ALL visitors.

**Exemption to Visitor Requirements:** Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements.

## **8. Protocol for visitors**

A visitor is defined as: *“Any person seeking to enter the school building, who is not an employee of the school, a pupil currently enrolled at the school or parent/guardian/carer involved in the task of delivering or collecting pupils at the start or end of the school day”.*

### **General Protocol**

- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor’s badge.
- Visits may be prohibited at certain times e.g. while standardised testing or other assessments are being conducted.
- All visitors must be made aware of the school emergency procedures by the member of staff supervising their visit.
- All school visitors must comply at all times with the School’s policies, administrative rules and regulations.
- Anyone in the building who is not wearing a visitors badge will be challenged when seen by any member of staff and it is the responsibility of that member of staff to ensure the visitor returns to the office to be issued with a badge.
- Pupils should be encouraged to report immediately any visitor who is not “badged”.

**As well as the above protocols, the following categorised visitor must adhere to the additional conditions:**

### **a. Visitors with ad hoc appointments**

- Wait in the main reception area until they are collected by the person they have come to see
- Not to be left with any pupils unaccompanied by a member of staff
- Be escorted to the main reception to sign out when leaving the school premises

### **b. Day to day agency supply staff**

- On arrival, produce a form of photo identification to show member of SLT or administration team
- Whilst on site, will be the responsibility of Key Stage Coordinator / and or member of SLT

### **c. After school club external providers**

- On arrival produce a form of photo identification to show member of SLT or administration team
- Whilst on site, will be the responsibility of the Sports Coordinator

**d. Parents, guardians and carers**

- Wait in the main reception area until they are collected by the member of staff they have come to see
- Not to be left with any pupils unaccompanied by a member of staff
- Be escorted to the main reception to sign out when leaving the school premises

**Note:** Both custodial and non-custodial parents of pupil have rights to visit their child's school, unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit. If in doubt the office staff must contact a member of the SLT.

**e. Volunteer workers and consultants**

- Up to date enhanced DBS certificates presented if they are to be working regularly with pupils
- Not to be left with any pupils unaccompanied by a member of staff if no DBS certificate has been received.

**f. Contractors**

- Wait in the main reception area until they are collected by the Site Manager
- Site Manager to provide relevant access to the site as is required
- Adhere to Health and Safety regulations and ensure that safe working practices are followed
- Not to be left with any pupils unaccompanied by a member of staff if no DBS certificate has been received

**9. Protocol for office staff**

All office based staff will:

- Ensure visitors are identified via the intercom system, before allowing them on to the school grounds
- Ensure visitors sign-in on the '*Visitors Management System*' if coming to the school for an extended period of time
- Ensure that all visitors who have appointments with a member of staff, remain in the main reception area until they are collected by that member of staff

**10. Protocol for staff employed by St John's Walham Green**

It is a duty of care that all staff employed by St John's Walham Green will:

- Inform the main school office of any visitors they have invited to the school
- Collect any visitors they have invited to the school from the main reception area
- Return to the main reception area with their visitor, to ensure that they sign out correctly

- 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 at the school
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher and Deputy Head Teacher (or the Teacher-in-Charge) should be informed promptly
- Reinforce the rule that pupils do not engage with visitors not wearing "Visitor" badges but report unidentified visitors to staff members

## **11. Governors and regular volunteers/parent helpers**

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Head Teacher
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Head Teacher before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Head Teacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked

## **12. Staff Development**

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

## **13. Implementing the Policy**

The Head teacher and the school's Resource Committee are responsible for implementing the Visitors Policy and will, as necessary, review from time to time the effectiveness of the arrangements within it.

Implementation includes:

- Appropriate and adequate signage are placed around the school to direct visitors to the school office immediately upon entering the school grounds
- Parents will be advised of the Visitor Policy via the school website
- Staff will be advised of the Visitor Policy via staff meetings
- A copy of the policy will be placed on the school shared server
- A copy of the Visitors Policy will be made available in the school's main reception area.
- All members of the community – staff, pupils, parents and carers will share the responsibility to actively reinforce the School Visitors' Policy to one another and to visitors to the school