

Visitor Policy



Visitors are very welcome to Ashfield Primary School as they can 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 well-being of its pupils is uncompromised at all times.

Aims:

1. To safeguard all children under this school's responsibility both during school hours curriculum and out of hours activities which are arranged by the school.
2. Pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives:

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 guidelines.

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, sports coaches and topic related visitors e.g. authors, journalists);
- All Governors of the school;
- All parents (particularly parent helpers);
- All pupils;
- Education personnel (County Advisors, Inspectors);
- Buildings and Maintenance Contractors.

Child Protection

Staff are required to be familiar with the Department for Education (DfE) guidance on Child Protection in relation to: preventing unsuitable people from working with children and young persons in the education services. This DfE guidance applies to all visitors invited to the school by a member of staff.

General Protocol and Procedures

Visitors invited to the school:

a) Before a visitor is invited to the school, a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit is planned with a member of Ashfield staff.

b) When inviting visitors to the school they should be asked to bring in formal identification with them at the time of their visit (if they are in an official / professional capacity) and be informed of the procedure for visitors as set out below:

- All visitors must report to the School Office first - do not enter the school via any other entrance;
- At the office reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign the InVentry System. On occasions where a lot of visitors are arriving, for example a concert, there may instead be a headcount or paper sign in.
- All visitors will be required to wear an identification badge or Ashfield visitor sticker.
- Visitors will be given a visitor sheet with times, housekeeping, fire, first aid, no smoking and child protection protocol.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site.

c) On departing the school, visitors should leave via the School Office and:

- Enter their departure time in the Visitors' Record Book alongside their arrival entry.

Assemblies and Events

Where multiple parents and carers are invited into school, a separate signing in sheet will be organised and parents will be reminded on entry to mark the sheet when they leave. They will be escorted in a group to the assembly venue (hall) so multiple stickers will not be needed.

Unknown / Uninvited visitors to the school

- I. 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.
- II. They should then be escorted to the School Office to sign the Inventory System - Visitors' Record Book and be issued with an Ashfield visitor sticker. The procedures above then apply.
- III. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Assistant Headteacher (or the Teacher-in-Charge) should be informed promptly.
- IV. The Headteacher / Assistant Headteacher (or the Teacher-in Charge) will consider the situation and decide if it is necessary to inform the police.

- V. 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.

Governors and Parent Helpers

- a. All Governors and regular parent helpers must comply with procedures, completing a DBS disclosure (if not already held) via the School Office.
- b. The school must check all Governors and regular parent helpers DBS disclosure is in date at the beginning of the academic year.
- c. All Governors and regular parent helpers should follow the procedures as stated above for visitors invited to the school.
- d. New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction.
- e. New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role.
- f. 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 Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked.

Contractors / Engineers

Contractors / workmen follow *General Protocol and Procedures*.

When pupils are on the premises, the contractors / workmen must be supervised at all times by the Site Manager or technician or, if he / she is unavailable, by another member of staff. No contractor or engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

Specific Guidance Check list for member of staff organising visits from external agencies

- Speakers at assemblies / class lessons etc. need to be initially cleared through administration staff
- Ensure that the visitor / external agency complements the school's planned programme or scheme of work
- Inform relevant people of the presence and remit of the visitor, e.g. School Office
- Provide the visitor with a named contact.

Agreed by the governing board of Ashfield Primary School 22.11.2023

Review Date: Autumn 2026

Related Policies:

- Safeguarding and child protection policy
- Health and Safety policy

- Volunteers policy

Appendix 1 Visitor Housekeeping Sheet

ASHFIELD PRIMARY SCHOOL VISITORS



Welcome to our school. We hope you enjoy your time with us. Please read the following visitors information:

Headteacher: Elspeth Warren

School Starts: 8:45am

Breaktime:

10:15-10:30

Lunchtime (EY) 11:50-1:05

Lunchtime (KS1) 12:00-1:00

Lunchtime (KS2) 12.15-1.015

School finishes at 3.15

Please ensure you have signed into the office and presented the office staff with photographic identification and your DBS number. Please wear your visitors pass at all times.

Housekeeping

Adult toilets are located through the main entrance doors and right towards the staff room.

If there is a **fire alarm**, please make your way out of the nearest fire exit (indicated by fire exit signs around the school) and assemble at the bottom of the playground. There will be a practice on Fridays at 9:30am for audibility of the fire alarm.

If you **encounter a fire**, please raise the alarm by using the red call points/break glass units located at all exit points and then follow the instructions above.

For your safety, please await further instructions from authorised personnel at the assembly point. **NEVER** leave the site during an evacuation without reporting to the assembly point. It is your duty to act responsibly and abide by the school evacuation strategy whilst on this site.

Smoking

Smoking or vaping is not permitted on this site. This includes the car park.

Child Protection

If you have any concerns regarding child protection, please speak to one of our designated child protection staff immediately.

- **Elsbeth Warren** – Headteacher – designated child protection staff and supervisor
- **Sarah McLaughlin** – Assistant Headteacher, SENDCo – designated child protection staff
- **Karen Hey** – Learning Mentor – designated child protection staff
- **Stephanie Davison** Assistant headteacher - designated child protection staff

Behaviour

We pride ourselves on being a well-organised school with high expectations of behaviour.

If you need to access our Behaviour Policy, and how it impacts on the day-to-day management of pupils, it can be located in the central file in the staff room.

If you have any concerns around behaviour then please refer them to Elspeth Warren the Head Teacher, or Sarah McLaughlin or Stephanie Davison the Assistant Headteachers.