



Kings Caple Primary Academy

Visitors Policy

March 2024

Next Review Due: September 2025

Co-ordinator – Head of School/Headteacher

Kings Caple Academy

Visitor Policy

Introduction

This document is intended to give informative and friendly advice to all those who enter and use Kings Caple Primary Academy. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and that our relationships with the neighbouring community is not compromised by parking access to their homes being minimised.

General Overview

All visitors must report to the office, give their names, company and purpose of visit. They must be asked to sign in using the electronic visitor system ensuring that all details are completed. A visitor privacy notice is provided via this system and is on display at reception.

All staff responsible for signing in visitors to the school must ensure that visitors have read the fire regulations, mobile phone policy and welcome booklet which are held at reception.

It is imperative that staff ensure that Contractors or new Volunteers have a DBS certificate and that it has been seen by the staff member allowing access into school.

Adults who have regular access to pupils must have their details including their DBS recorded on the single central record. Contractors or other visitors who may only visit once should have their details and DBS recorded on the "one off visitor" sheets.

Visitors Information Booklet

Visitors should be shown the Visitors Welcome Booklet which contains:

- ❖ Mobile phone policy
- ❖ Security safeguarding and child protection information
- ❖ Fire alarm procedures for visitors
- ❖ Safeguarding Booklet
- ❖ Visitor Privacy Policy

Signing out

Visitors must sign out stating the time of leaving. Badges can be handed back to reception for confidential shredding.

No occasional visitor should be issued with or loaned a door lock fob by any member of staff.

Contractors/Work persons coming onto site should be asked about their requirements for access etc. – if constant access is needed, office staff should inform senior staff so that appropriate measures can be taken.

School security and the welfare of pupils always takes priority.

Parents/carers visiting or bringing pupils into school after appointments etc.

All parents/carers must follow the visitor's procedure no matter how well they think they are known to staff. This will also be the case even if they have pre-arranged meetings with teachers and other professionals. They must abide by all procedures as part of our responsibility and duty of care to the pupils.

Parents/Carers delivering/collecting children during the school day

Parents/Carers who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to come through the office. They must not leave their child without signing the child in with the office staff and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

Children must always be collected from the school office for appointments e.g. dentist so that they can be signed out by office staff.

Polite Note

Parents must always follow the signing in procedures. Parents and carers must not be allowed to enter the building without signing in or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and concentration of pupils and staff alike.

If parents/other persons arrive for pre-arranged meetings, they must wait at the office. It is the responsibility of the office staff to then inform the Teacher/Professional that the parent/other visitor has arrived for the meeting and they must be collected from the office for the meeting.

If parents wish to discuss issues with staff they can do so via the office, letter or request that staff phone them. Staff are also happy to meet parents and carers after school. Discussion cannot take place in class in front of pupils or during lesson time.

Parents as Volunteers

Parents who are assisting in school as volunteers must follow the signing in process and may then proceed to the class in which they will be working, which will have been organised by a member of staff by prior arrangement.

Parents who are coming into school to volunteer must have a DBS certificate in place and have attended an induction meeting with the Head of School. During this meeting the school representative will go through the Kings Cople Volunteer Induction file with the volunteer which explains amongst other things the layout of the school, First Aid procedure, fire evacuation procedure, the requirements of Keeping Children Safe in Education and key health and safety information. A 'Volunteer Risk Assessment' should be completed by the Head of School before a Volunteer is onboarded at Kings Cople.

Professionals who visit the school

Professionals such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists and Social Workers etc should have their photographic ID clearly visible. They should still enter their details in the visitors' book and be compliant with our regulations.

Before/After School Hours

Kings Cagle occasionally has visitors before or after the official school day i.e. 3.15pm. Contractors/ Work persons will generally ask for the assistance from the staff in school and it is the responsibility of the member of staff providing access to the school to ask these visitors to follow the protocol above as staff and pupils may still be on site due to breakfast/after school clubs and extended schools projects.

Therefore it is important that **ALL** staff are knowledgeable about the signing in procedure.