



Kings Caple Primary Academy

Visitors Policy

March 2024

Next Review Due: September 2026

Co-ordinator – Head of School/Headteacher

Kings Caple Academy

Visitor Policy

Introduction

Kings Caple Primary Academy assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all time.

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 procedures. Failure to do so may result in the visitors escorted departure from the school site.

Protocol and Procedures

Visitors to the school

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below:

- At times when the security gates are closed, to gain access, all visitors must stop at the gate and follow the printed admission instructions which are displayed on the gate, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in using the electronic visitor iPad record system which is kept at reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they have met with the Director of Safeguarding and have a DBS certificate in place.

Visitors Departure from School

On departure from the school, visitors MUST leave via reception, sign out via the iPad in the foyer and return the identification badge.

Office staff should ensure that the visitor leaves the site, ensuring the visitor does not re-enter the school site, potentially breaching security.

Unknown/Uninvited Visitors to the School

- 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 on the school site.
- They should then be escorted to reception to sign in and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT should be informed promptly.
- SLT will consider the situation and decide if it is necessary to inform the police.
- 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.

First Aid Arrangements

See office staff for a list of qualified first aiders.

Parents/carers visiting school

All parents/carers must follow the visitor's procedure and obtain visitors badges at all times 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.

Parents/Carers who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception and wait in the foyer for a member of the office staff to let the child into the school building. 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.

If parents/other persons arrive for pre-arranged meetings, office staff **MUST** ask them to sit in the foyer after they have been signed in. 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 foyer 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.

Parents as Volunteers

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors' pass 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. Any volunteer including college placements must have a risk assessment completed by the Director of Safeguarding and have attended an induction meeting with the Director of Safeguarding. A DBS and ID check will also be completed.

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 sign in and be compliant with our regulations.

Before/After School Hours

Kings Capse Primary Academy has visitors before or after the official school day i.e. 3.15 pm. Contractors/ Work persons will generally ask for the assistance of 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.

Working with External Visitors/Contributors

Planning Checklist

It is advisable that teachers **and** external contributors consider this checklist, prior, during and after the sessions.

- Are both teacher and external contributor clear how the input fits in with the aims and objectives of the curriculum.
- Is the external contributor's knowledge and expertise relevant and appropriate?
- Is the teacher clear about the values, aims and objectives of the external contributor and why they work with schools, and does this complement the school's values, aims and objectives?
- Is it necessary to ensure that the external contributor has a current DBS check?
- Plan adequate time to discuss the details of the visit including any preparatory or reflective work for pupils. Clarify the role of both teacher and external contributor in any follow up work.
- Ensure that the contributor is aware of the needs of pupils with regard to ethnicity, ability, age.
- Ensure that the external contributor is aware of relevant school policies, e.g. behaviour, child protection and health and safety? Clarify the school policy on handling sensitive issues, disclosures; confidentiality and subject content e.g. drug education and sex and relationships education.
- Ensure that a teacher is present for the whole activity and will take responsibility for continuity and links to other areas of work. The external contributor's role is to support and not replace the teacher.
- Discuss professional boundaries e.g. who is responsible for discipline, codes of conduct and other school guidelines.
- Ensure the contribution is grounded in a pupil centred approach to learning.
- Have monitoring and evaluation of learning activities planned.

- Celebrate achievements and show appreciation of input.

Visitors Information Booklet

Visitors should be made aware of, and encouraged to read the Visitors Welcome Booklet which is displayed at reception and which contains:

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