

Visitors Policy

West Hill Primary School



Approved by:

Date:

Last reviewed on: June 2023

Next review due by: June 2025

This visitor policy is for the safety of our pupils and staff and we ask for cooperation from staff, pupils, parents and visitors.

Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hours' activities. West Hill must ensure that children here can learn and enjoy extra-curricular activities 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.

Code of Conduct for all visitors

- All visitors are only allowed on site with prior appointments
- Staff must tell school office about prior appointments
- Visitors must value and respect different racial origins, religions, cultures and language.
- Visitors must not promote their own political or religious beliefs. Visitors must use appropriate language and behaviour with children.
- Parents and visitors are required to report to the Main Reception and sign in using the electronic system.
- All visitors must wear a visitor's badge with their photo included.
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- Visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site.
- Any visitors on site who are not recognised or who are not wearing an appropriate visitor's badge should be politely approached and accompanied to Reception for registration. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher or Deputy Head Teacher should be informed promptly. They will consider the situation and decide if it is necessary to inform the police.
- West Hill School reserves the right to refuse entry or terminate a visit at any time.
- If an unknown or 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.
- Visitors departing the school should leave via the main front door and sign out using the electronic system.
- Visitors include parents, volunteers and governors.

Code of Conduct for Visitors for Assemblies

Visitors for assemblies can be an effective way of supplementing and varying the daily learning, providing pupils with experiences that are enriching, stimulating and memorable.

- Visitors for assemblies must follow the code of conduct for all visitors.
- Anyone who visits the school for the purposes of contributing to an assembly should be supervised by a responsible adult member of staff at all times. This applies however well a visitor may know the school and pupils and includes the time that the assembly is in progress.
- The Head teacher must satisfy himself that visitors are clear about what is and is not appropriate before inviting them to contribute.
- Schools are inclusive places of education and not places of worship associated with a particular religion.
- West Hill must take steps to ensure that what the visitor presents is appropriate in the context of a non-religious school. When working in a non-religious school visitors are subject to certain constraints and must avoid doing anything that might run counter to the ethos of the school or to the demands of the law.

Visitors invited to the School

Visitors can be classified according to their degree of access to children:

People working with children – peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have an enhanced DBS check. If the clearance is not held by us, we will require confirmation that appropriate clearance has been obtained.

People working with things – builders, gardeners and people working on computers or other equipment.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They must be issued with and wear a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted visitors – parents and guardians, prospective parents, job candidates, theatre groups, other people who want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort.

This policy does not apply to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in.
Deliveries must be left in Reception.