



## Visitor Policy

*Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.*

*(Mission statement)*

### **1. The Aims of this Policy**

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

### **2. The Objectives of this Policy**

The key objectives of this policy is 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/carers and conforms to Child Protection guidelines and prevents unsuitable people from working with or accessing children and in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised and supervised off-site activities. This policy includes the following but this is not an exhaustive list:

- 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
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

### **3. Protocol and Procedures**

At Reedley School, we welcome visitors to our school for many purposes including supporting and enhancing the good work that we do, sharing our successes and offering educational experiences to our children.

Before a visitor is invited to the school, the Headteacher is informed, with a clear explanation as to the relevance, purpose, date and time of the visit and procedures for how safeguarding will be given a high priority . Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors including those representing the local authority, businesses, organisations, charities, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to administration staff

- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in the school reception at all times
- All visitors are required to wear an identification badge, with an orange or red lanyard (orange indicates to the children that they are a visitor who has permission to talk to children, red means that they have permission to be here, but talking to children isn't one of the reasons that they are in our school on that occasion)
- All visitors are given/shown a copy of a safeguarding leaflet and would be informed of any impending fire drills and where to assemble if evacuated.
- Visitors are 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.
- Some visitors will be working 1-1 with a child. This includes specialist teachers, counsellors and the Educational Psychologist. They will have enhanced DBS clearance to do so. If it is the first visit, a staff member will introduce the person and check that the child is comfortable before they leave them with the adult. The visitor will always have an adult to report to, should there be any problems whilst on site.
- Visitors are asked for confirmation of their enhanced DBS status and are entered onto the SCR for the duration of their visit. If they are unlikely to be returning, their details are then removed from the SCR once they leave.
- Contractors within school have a separate procedure to read about their code of conduct. They also need enhanced DBS. If they do not, they are always supervised for the full duration of their visit.

On departing, visitors leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception

#### **4. Other activities**

There are occasions where a large number of visitors come into school at the same time, for example, watching a school show or assembly or to visit a classroom for an organised activity.

##### Watching a show/assembly/sports day

- Visitors forming part of an audience are welcomed by a staff member and shown into the hall or playground area.
- A staff member will always be present and the visitors are not allowed any unsupervised access to children.
- If a visitor needs to use the toilet, they would return to the reception area and use the visitor toilet.
- They would not be permitted to access any other part of the school without permission from the head teacher and without a member of staff supervising them.
- Failure to comply with these rules would result in them being asked to leave the premises.
- Visitors are always reminded not to take photographs of a show or assembly, as not all children have permission to be photographed. Instead, opportunities are often made for families to take a photograph of their own child once the show has finished, so they can ensure that they do not photograph children without permission from their family. Children without a family member present are taken out of the way, and supervised by school staff.

#### Visiting a specific area in school such as a classroom

- Sometimes events take place in areas around the school, such as classrooms and visitors are invited to attend these events eg parents/carers
- On arrival, these visitors must sign in, so that there is a record of them being on-site for fire purposes.
- Before they leave the School Reception, briefed about appropriate behaviour whilst on site.
- This includes remaining in the designated area, not using any electronic devices and the need to be escorted when leaving the classroom.
- They are always escorted to their designated area and are supervised throughout the activity by a staff member.
- At least one member of staff is always designated as the 'safeguarding monitor'. They do not engage in the activity, but supervise the visitors.
- They are always aware of the number of people in the group.
- They will remind visitors of the code of conduct if necessary eg asking them to put phones away or only work with the child that you have come to visit.
- If a visitor needs to leave early or visit the toilet, the safeguarding monitor remains in place and asks an alternative member of staff to accompany the visitor. They do not leave their position
- The safeguarding monitor assumes responsibility for evacuating the visitors if the fire alarm sounds and for assembling and supervising them at the muster point in the playground.

#### Other activities

That maybe other activities that take place that have not been covered in these specific examples.

The head teacher will always carry out a dynamic risk assessment prior to an event and put measures in place to ensure that visitors are safe whilst on our site and that our children are safeguarded from any potential harm from any visitors.

#### **5. Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a Reedley School identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the Visitors' Book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, a 999 call is made, requesting police assistance to school.

#### **6. Governors and Volunteers**

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors or Link Governor.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

#### **7. Induction**

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

#### **8. Linked Policies**

This policy should be read in conjunction with other related school policies including:

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety

## 9. Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

## 10. Access to the School Premises by Parents/Carers or other Visitors

Parental Access to School Premises and the Principles of the Law of Trespass Schools and school grounds are private places, and anyone entering without authority (which might include parents/carers) is trespassing, and may be asked to leave.

However, the courts have ruled that parents have an implied license to enter their child's school premises, placing them in a different category from other people who visit or seek to enter a school – but this does not mean that parents/carers are entitled to enter the school at any time they choose.

If a parent/carer enters the school at inappropriate times or behaves in such a way that their behaviour is not conducive to the proper function of the school, then their implied license to enter the school premises can be revoked. Thereafter, if they seek to enter the school uninvited, they may be trespassing.

Schools can consider seeking an injunction against persistent trespassers, and breach of an injunction is a contempt of court, for which there are substantial penalties – including imprisonment.

A parent/carer who refuses to leave the school premises, or who re-enters after being requested to leave, may be committing an offence under section 547 of the Education Act 1996, which states that someone without authority on school premises who causes a nuisance or disturbance is committing an offence (part 3.6).

Police officers and other 'authorised people' (e.g. a member of staff) can use reasonable force to remove somebody reasonably suspected of committing an offence under section 547 (part 3.7).

Causing harassment, alarm or distress to staff or pupils, on or off the school premises, could be an offence under section 154 of the Criminal Justice and Public Order Act 1994 (part 4.2)

Threatening, abusing or insulting staff or pupils, on or off the school premises, could be an offence under section 5 of the Public Order Act 1986 (part4.3)

However, Headteachers should consider all the various factors before deciding whether to involve the police in incidents of this nature, e.g. the extent of the challenge to school authority – but if any child is in immediate need of protection, the police must be contacted.

If a Headteacher wishes to take steps to limit individual parents/carers access to the school premises, further advice should be sought from the Lancashire County Council legal services department.

Policy author: Sarah Bell

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Ratified by governors 7 3 23, 01 09 23

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#### Appendix 1

##### Office staff checks for visitors

- 1) Enhanced DBS clearance
- 2) Check their ID
- 3) Give a visitors' badge (orange or red)
- 4) Ensure they have signed in clearly using the visitors' book
- 5) Present them with a Safeguarding Leaflet
- 6) Enquire as to who they are meeting
- 7) Contact the relevant staff member. Either escort the visitor to the staff member or ask them to collect their visitor from the school reception area.
- 8) Point out where the Visitor Toilets are
- 9) Ensure that the visitor knows who to speak to if there are any issues whilst on site including making them aware of the DSL.

#### Appendix 2

##### Safeguarding information to share with families visiting parts of the school eg art week session

- 1) Asked to clearly sign a register, so their name can be identified.
- 2) State that they must be accompanied entering and leaving the designated area. Inform that if they need to leave before the rest of the group, or visit the toilet, they must request assistance from a staff member.
- 3) All devices, including phone and watches with cameras must be switched off or deactivated for the duration of the visit.
- 4) Visitors informed of any proposed fire alarm drills or other disruptions.
- 5) Visitors informed of where to assemble should there be an evacuation.
- 6) Ensure that the visitor knows who to speak to if there are any issues whilst on site

#### Appendix 3

##### Safeguarding information to share with families who are watching a performance/assembly/sports day

- 1) Visitors are always informed of the start time for events and asked to adhere to this
- 2) On arrival, all visitors are informed that they should not have any electronic devices that can record or take photographs. They will be informed if there will be appropriate opportunities for them to photograph their own child during the visit, but that other children must not be on their photos without seeking permission from their parent/carer, if they are present.
- 3) Visitors will be informed that they will be accompanied to the designated area and must remain in that area, unless staff permission has been granted.
- 4) Visitors informed of any proposed fire alarm drills or other disruptions.
- 5) Visitors informed of where to assemble should there be an evacuation.
- 6) Ensure that the visitor knows who to speak to if there are any issues whilst on site