

# Grimsargh St Michael's C of E Primary School



## School Visitor Policy

**“Inspiring, believing and achieving in our loving Christian community.”**

**“Let your light shine before people so that they may see your good works and glorify your Father in heaven”**

**Matthew 5: v.16”**

Grimsargh St Michael's C of E School Mission Statement:

We aim to develop the children intellectually, socially, morally, spiritually, physically and culturally within a caring, supportive and stimulating environment, based on the values of the Christian faith, taking into consideration each child's need, abilities and interests.

### **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 ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

### **The Objectives of this Policy**

The key objectives of this policy are to have 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 safeguarding guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all our children anywhere on the school site, during normal school hours, during after school activities and during off-site activities organised by the school. This 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 etc)
- Governors
- Parents, carers and family members
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

### **Visitor Expectations**

All visitors to the school are expected to conduct themselves in an appropriate manner. The expectations of visitors are communicated to them via this policy and the Visitor Instructions Policy which is on display in the entrance of school. Staff are expected to challenge any visitor who does not comply with these expectations.

- Sign in by the InVentry system and wear visitor identification
- Any visitors working with children must hand in their mobile phone at the office.
- Be a positive role model to our pupils by conducting yourself in an appropriate manner
- Do not initiate contact with pupils unless required to do so as part of your visit
- Be respectful of everyone's right to privacy and confidentiality
- Pass on any concerns about pupils or staff to the Designated Safeguarding Lead
- Do not be offended if you are asked who you are during your visit
- Sign out and hand in visitor identification

### **Procedures:**

#### **Visitors Invited to the School**

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. Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to office 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 in the InVentry system which is located in the main entrance.
- All visitors are required to wear an identification badge
- All visitors are directed to read the Visitor Instructions on the InVentry system.
- 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.

On departing, visitors leave via reception and:

- Sign out using the InVentry system
- Collect their mobile phone from the school office if they have been working with children
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### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a school identification 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 in the InVentry system and wear the printed badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and a senior leader is alerted. 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. The visitor must NOT be left unaccompanied at any time.

If an unknown/uninvited visitor becomes abusive or aggressive, a senior leader is alerted, and 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. If their behaviour is deemed frightening, abusive, threatening or intimidating, the police will be contacted. Senior Leaders and Governors will decide whether this individual will be allowed back on to school premises.

### **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.

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

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.

### **Linked Policies**

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

- Safeguarding & Child Protection
- Confidentiality
- Healthy and Safety
- Fire Safety

### **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.

Signed: **Mrs Lindsay Garner**

Date: **May 2022**

Review Date: **May 2023**

Agreed by the Resources Committee: **9<sup>th</sup> May 2022**