

# Sunning Hill Primary School



## Visitors Policy

**February 2024**

***Linked Documents:*** Child Protection and Safeguarding policy, COVID visitors policy

***Governing Body Review date:*** February 2026

## Visitors Policy

### **Rationale**

The School encourages parents, other agencies and members of the community to visit Sunning Hill Primary School and believes that there are many potential benefits which can result from visitors to school. At the same time, the school is very aware of the need to avoid disruption to the educational process, protect the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism. Appropriate procedures are necessary to ensure the safety of pupils, staff and visitors and to ensure visitors are treated with respect and courtesy.

### **Visitors**

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled at the school. Visitors to school may include:

- Parents/Carers of pupils or potential pupils
- Volunteers e.g. assembly volunteers or reading volunteers
- Professional agencies or other professionals linked with the school
- Governors
- Students on placement
- Adults seeking employment in school
- Tutors of students on placement
- Teachers/students from other educational establishments on experience visits
- Representatives of the Local Authority
- Community groups
- Contractors

### **Reasons for Visits**

There are many reasons why people visit school. These include:

- Visiting/Leading a specific lesson
- Attending a specific meeting
- Attending a public event e.g. assembly or workshop
- Working with specific pupils
- Working on site
- Visiting staff

### **Procedures for Visits**

All visitors should enter school via the main entrance and should report to the school office when arriving or leaving the school premises. Visitors will be requested to sign in and out on the schools electronic system. This system will record who they are visiting, whether they hold a valid DBS and if they require assistance in the event of evacuation. A photo is also taken for the badge.

Visitors must authorise the disclaimer relating to safeguarding, fire procedures, lock down procedures, H & S and for contractors asbestos procedures, see the appendix attached.

Visitors should read appendix 2 (Safeguarding of Children) before entering the building.

Visitors will be issued their badge by the office which must be worn at all times. They may also need to provide an appropriate form of identification when on the school premises. Where necessary (in accordance with guidance for the Disclosure Baring Service), visitors may be asked for their DBS details.

Visitors should be advised of their nearest fire exit and where to assemble in the event of a fire alarm.

## Visitors Policy

Parents or visitors who have been invited to visit school as part of a scheduled workshop, special event, scheduled performance by a class or group or other adult participants in organised and school approved activities during off-school hours are exempt from the requirements above.

To avoid disruption to learning and to ensure the safety of all pupils and staff, visitors may be requested to:

- remain in a designated place
- refrain from speaking to students or teacher while the class or activity is in session
- refrain from entering or leaving the area while an activity is underway
- be chaperoned while accessing parts of the building
- limit the duration of the visit to particular times or length of time
- limiting the activities of the visitor to a particular purpose(s)

Visitors wishing to talk to teachers during the course of the school day are encouraged to make arrangements in advance to avoid disruption to teaching and learning. Parents are not encouraged to meet with teachers before school (unless it is pre-arranged) as this can disrupt the start of the day for pupils. However, parents are welcome to approach teachers at the end of the school day.

The Head Teacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the education or well-being of pupils or staff. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities will be called if necessary.

### **DBS Checks**

All Volunteer helpers and any individual employed on a short term basis to work with pupils must, have a valid DBS check, a percentage of which are renewed as part of random checks every three years.

Visitors who are in school for a "one off" visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a DBS check, but must be chaperoned.

Contractors visiting site do not require a DBS and must either be supervised at all times or confined to the space where they are working, with procedures implemented to limit or stop contact with the pupils. This includes agreed areas of work, agreed start/ finish and lunch times, agreed times where equipment can be brought in/out or stored within the building. Teachers must also be advised if contractors are working near their classes, so they can organise appropriate supervision where required.

Staff from agencies including charities coming to school to work with children must have a DBS check.

Any regular visitors to school with recorded on the Single Central Record.

*Our school aims to support all families and the wider community. Any queries or concerns regarding individual policies will be considered on an individual basis.*

**Please ensure you read the following information carefully before signing in.**

- Our school is committed to safeguarding and promoting the welfare and safety of children and young people. Your ID/DBS information may be requested by our office team.
- Entrance beyond the reception area of the building is strictly prohibited to anyone other than school employees and authorised visitors.
- Visitors must agree to the schools health & safety and safeguarding policies.
- Visitors are required to leave by the nearest available exit in the event of a fire alarm. Please report to a member of the office staff, on the playground.
- In the event of a lock down visitors must go to or stay in the nearest classroom and ensure they wait for further instructions.
- You are responsible for your own health and safety while you are on these premises; please report any issues to a member of staff.
- If you have any health related issues, where you may require support whilst in school please let a member of the office team know then we can assist you.
- Contractors must sign the schools asbestos and contractor registers before undertaking any work within the school grounds.

If you are happy or proceed please sign in.

## SAFEGUARDING OF CHILDREN

Please ensure you read the following information carefully before signing in.

If you have any concerns about the health and safety of a child or feel that something may be troubling them, you need to share this information with an appropriate member of staff.

If your concerns relate to a child's appearance, hygiene or general behaviour then this can be shared with any teacher or member of staff. Do not worry about reporting what may appear to be a 'small matter'. We would rather you tell us things which turn out to be minor rather than worrying or ignoring something that could potentially lead to something more significant.

If you think your concern is more serious and/or is related to a child protection issue, e.g. physical, sexual, emotional, psychological abuse or neglect, you must talk to a designated safeguarding lead. Please ask at reception to speak to one of the designated safeguarding leads about a confidential and urgent matter.

Any allegation or disclosure involving a member of staff or volunteer must be reported directly to the Head Teacher, Miss Whalley.

### Designated Safeguarding Leads



Miss C Whalley  
Head Teacher



Mrs J Rawlinson  
Deputy Head Teacher



Miss K Atkinson  
Business Manager