



# Visitors Policy

---

Prepared by T Hill May 2018

Version	Date	Reviewed by	Date of next review	Comments
1.0	May 2018		Spring 2020	
1.1	April 2020	T Hill	Spring 2023	Details of new sign in system added
1.2	Spring 2021	T Hill	Spring 2023	Visitor Covid Protocol added

**Visitors include all parents, volunteers, visiting pupils and teachers, Education related personnel, Inspectors, Building & Maintenance and all other Independent contractors visiting the School premises .**

Kingslea Primary School 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 of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance.

The School expects all staff, volunteers, governors, visiting professionals, contractors and individuals or agencies that hire School premises to behave in accordance with the School's Standards of Conduct Policy, and will not tolerate the expression and/or promotion of extremist views and ideas by any adult on School premises or at School events and, when necessary, will make appropriate referrals in respect of any such adult. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the School 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 so to do may result in the visitor's escorted departure from the school site.

### **Policy Responsibility**

The Office Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Office Manager

### **Aim**

To safeguard all children under this School's responsibility both during school hours, curriculum and out of school hours activities which are arranged by the School.

### **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 and conforms to child protection and safeguarding guidelines.

### **Where and to whom the policy applies**

The School is deemed to have control and responsibility for its pupils anywhere on the School site (i.e. within the School boundary fence), during normal school hours, during after school activities and on School organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the School

- All external visitors entering the School site during the school day or for after school activities (including peripatetic teachers, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the School
- All parents and volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the School premises

## **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 (unless they are named on the approved visitors/ contractors list). They must follow the procedure below.

- 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 on the ipad in reception, entering their name, organisation, who they are visiting, car registration and visitor badge number. A photograph will be taken of them on the sign in system.
- 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 are registered on the Approved Visitor List

### **Approved Visitor List**

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record or a letter supplied by their employer and be familiar with the Kingslea Primary School safeguarding statement.

### **Visitors Departure from the School**

On departing the School, visitors **MUST** leave via reception and:

- Sign out on the ipad in Reception
- Return the identification badge to Reception
- A member of staff should escort the visitor to the Reception area.

### **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 informed.

The SLT member 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.

### **Governors and Volunteers**

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office. This information will be added to the Single Central Record (SCR).

The School must check all governor and parent helper DBS certification is current. Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Sign In system. Governors will be issued with their own photo ID card which should be worn at all times while on the school premises.

New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors. 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.

### **Staff Development**

As part of their induction new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

### **Linked policies**

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

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy

## When you arrive at school:

- Sign in on the ipad, please read and answer the COVID related questions carefully
- Please sanitise your hands in the entrance foyer before entering the school
- You may be asked to wear a face covering, please do so if asked. (Face masks are available at the school office if you do not have one).



Kingslea Primary School must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures.

### Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test & Trace
- Formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable.



## KINGSLEA PRIMARY SCHOOL

## COVID-19 Information for Visitors

You must not come into school if you have **ANY** of the following symptoms:

- High temperature
- New, continuous cough
- Loss, or change to your sense of smell or taste



## Hand Washing

You must wash your hands more thoroughly than normal—using soap and running water or hand sanitiser.

If you move between rooms you must wash/sanitise your hands again.

## Respiratory Hygiene

The 'catch it, bin it, kill it' approach continues to be very important. Ensure you have a good supply of tissue to use in the classrooms and make sure that tissues are disposed of after use. After blowing your nose or touching your face please ensure that you wash your hands thoroughly.



## Social Distancing

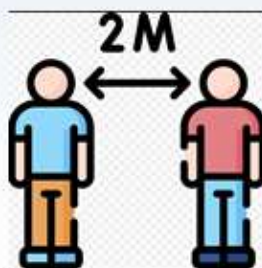
Only have contact with the groups/children that you been assigned to work with.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to those within the group.

Maintaining a distance between people whilst inside and reducing the amount of time you are in face to face contact lowers the risk of transmission.

Ideally you should maintain a 2 metre distance from each other and from the children. This will not always be possible especially with primary aged children.

Please avoid close face-to-face contact and minimise the time spent within 1 metre of anyone.



## Working with Children

All the equipment needed for the child should be set up prior to the session.

After the child has returned to class, the desk area must be cleaned using antibacterial spray and any equipment must be washed/sanitised prior to use by another child.



## Fire Safety

Ensure you are aware of your nearest fire exit.

Your fire assembly point will be on the Key Stage 2 (larger) playground

