



**SIR ROBERT GEFFERY'S
PRIMARY SCHOOL**

A School for Enthusiasts

*Where we 'live life in its fullness' (John 10.10)
Knowing that God is our strength and with
His help we will be the best we can*

Visitor Policy

Date policy last reviewed: 7th June 2023

Signed by:

E. O'Hara

Headteacher

Date: 07/06/2023

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Statement of intent

This policy is designed to outline Sir Robert Geffery's procedures regarding visitors to the premises.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (2022) 'Keeping children safe in education 2022'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

This policy operates in conjunction with the school's safeguarding, confidentiality and health and safety policies.

Visitors are provided with a 'Safeguarding Guide for School Visitors and Volunteers' information leaflet on signing in and made aware of policies, including the use of mobile phones, taking of photographs and use of social media.

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01752 851362.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable.

The school office should be contacted about a proposed visit in advance. The school office will pass all details on to the Headteacher, or appropriate staff member, for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the [visiting procedures](#) section of this policy.

3. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in a 'regulated activity'.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL/Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the IPad electronic system
- Display visit ID badges provided by the office at all times while on school property
- Sign-out on departure
- Return ID badges to the school office before departure

Visitors will be given a copy of the 'Safeguarding Guide for School Visitors and Volunteers' which also includes information in relation to health and safety, reporting a concern and emergency procedures.

The sign-in process includes a declaration stating:

'Please sign to confirm that you have taken a copy of our Safeguarding Guide for School Visitors and Volunteers (paper copies available next to the Ipad). Please read through and refer to this every time you visit our school. Thank you.' The visitor is required to sign this declaration to acknowledge and agree the statement.

Visitors will be advised that the school is a non-smoking area. Smoking or vaping is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in the [visiting procedures](#) section of this policy.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

At the start of school events the Headteacher, or hosting teacher, will remind all attending that photographs should only be taken for personal use and not shared on social media. Fire evacuation procedures should also be explained.

6. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

Visitors should be informed that mobile phones can only be used in 'staff only areas'. If contractors require photographs of site, these should only be taken when pupils **are not** present.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

8. Monitoring and review

This policy will be monitored and reviewed on an annual basis by the Headteacher. The next scheduled review date for this policy is Summer Term 2024.

Amendments to the policy will be communicated to all relevant stakeholders.