



Beverley Minster

C.E. Primary School

School Visitors Policy & Procedures

Beverley Minster CE Primary School

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy statement

Visitors are very welcome to Beverley Minster CE Primary School, however, it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. The school has a legal duty of care for the health, safety and well-being of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times. In performing this duty, the Governing Body 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 procedure.

3. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The 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 supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors
- All Parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors
- Protocol and procedures

4. Planned visitors to the school

All visitors to the school will be asked to provide formal identification at the time of their visit.

- Where possible, the school reception staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school reception first
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce photo identification; a copy will be held by the school office for the length of the visit
- All visitors will be asked to sign in using our Inventory system
- All visitors will be required to wear an identification badge, which must remain visible throughout their visit
- Volunteers/Parent Helpers and Supply Staff to be handed lanyard to wear whilst in school
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/reception to receive the visitor. The contact will then be responsible for them while they are on site
- On departing the school, visitors should leave via the school reception and sign out using our Inventory system
- Visitors should return the identification badge to the school, Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5. Unknown/unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge or lanyard should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school reception to sign in using the Inventory system and be issued with an identity badge. The procedures in point 4 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly
- The Headteacher 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.

6. Governors and regular volunteers/parent helpers

- All Governors and regular volunteers/parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure
- All Governors and volunteers/parent helpers should follow the procedures as stated in point 4.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the School Business Manager
- New volunteers/parent helpers will be asked to comply with this policy at their Induction meeting with the School Business Manager before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc/occasional basis (e.g. giving a talk to a class about their hobby/job/faith, supporting school educational visits) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place.
- All regular volunteers/parent helpers must be DBS checked. Again all parents should follow the procedures as stated above
- Contractors/Workmen should follow the procedures set out in point 4

7. Staff development

- As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Date agreed

Date of Review: March 2020

Signed by the Chair of Governors: