

St Matthew's CE (Aided) Primary School and Nursery Centre

Visitors Policy



2023 - 2024

Statement of Intent

This policy is designed to outline St Matthew's CE (Aided) Primary School and Nursery Centre'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

Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01952 386260 or by emailing a3358@taw.org.uk.

Visitors are required to sign in on arrival through the school's Inventory system which records the name of the visitor and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed in the school without the supervision of a member of school staff.

Parents are discouraged from visiting the school during school hours unless for a school event, pre-arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

Visiting procedures

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

- 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 relates to or the staff member who arranged the visit
- Sign in using the inventory system at reception
- Wear an ID badge provided at all times while on school property
- Visitors will be asked if they have an electronic device with them and told that they must place these in a secure locker whilst on the premises. A disclaimer form may be used for visitors requiring use of electronic devices to complete their work, dependent on approval sought from the Headteacher or Deputy Headteacher.
- All visitors will be given a safeguarding leaflet to make them aware of the procedures in the school.
- All visitors will be asked to sign out using the visitors' computer at reception
- Return ID badges to the school office before departure.

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 the children's barred list information if they work in regulated activity.

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

Under no circumstances 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.

Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures. Visitors for school events will be asked not to take pictures/videos of other people's children. We recognise there are important events in a child's school life, but we will protect and safeguard all children. If a visitor of an event is seen to be using their device inappropriately a member of staff will approach the visitor and may ask them to leave the school premises.

Anyone attending school events will keep to the areas of the school rounds where the event is taking place (eg the sports field, school hall etc).

Unidentified individuals

It is the responsibility of all staff members to politely question any individual who is not displaying their visitors badge.

Any such visitors will be directed to the school office where they can sign in/or be asked to leave.

If a visitor cannot be identified, the Headteacher or member of SLT 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.

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.

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.

This policy is linked to our child protection and safeguarding policy.

Compiled by Jayne O'Connell

Date March 2024

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