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**Blackheath Primary School**

**School Visitors Policy and Procedures**

**Date of issue: September 2018**

**Review date: September 2019**

**Policy Statement**

The Governing Body assures all visitors a warm, friendly and professional welcome at Blackheath Primary School, whatever the purpose of their visit. The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children, staff and visitors both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils, staff and visitors. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. 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 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 procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

**Policy Responsibility**

The Business Manager with support from the Office Manager are responsible for implementation, co-ordination and review of this policy. These persons will also be responsible for liaising with the school’s SLT and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Business Manager. It is the responsibility of all staff to ensure they do not let visitors into school and that they ask them to report to reception and follow the procedures detailed in this policy.

**Aim**

To safeguard all children, staff and visitors under this school’s responsibility both during school hours and out of school hours during activities which are arranged by the school. The ultimate aim is to ensure that pupils at Blackheath Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

**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 sports coaches, music teachers, social workers etc)
* All governors of the school
* All parents and volunteers
* All pupils
* Other Education related personnel (Inspectors, School Improvement Partners)
* Building & maintenance and all other independent contractors visiting the school premises
* Independent contractors who may transport students on minibuses or in taxis

**Protocol and Procedures**

**Visitors to the School – including parents attending meetings**

All visitors to the school will be asked to bring formal identification with them (not parents) at the time of their visit (unless they are named on the approved visitors list as set out below). 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 the Visitors Record Book which is kept in reception at all times making note of their name, the date they are visiting, their organisation, who they are visiting, and car registration.
* All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit and be returned at the end of the 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. Visitors must not be allowed to move about the site unaccompanied unless they are listed 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. To qualify for this list the school must have had prior assurance that any person/s complies with the following;

1. Assurance that all staff have an enhanced DBS disclosure if involved in regulated activity with a barred list check, and that it is clear (If there are any recorded offences the school is to be informed and a discussion take place so the school can refer to our safer recruitment policy).
2. Assurance that the relevant ID checks have been undertaken.
3. Assurance that all your staff have the right to work in the UK (Immigration, Asylum and Nationality Act 2006).
4. Assurance two satisfactory references have been obtained.
5. Assurance that all staff have the relevant qualifications (where applicable).
6. Assurance that all teaching staff have had a prohibition check.
7. Assurance that staff have not been disqualified by association (where applicable).

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the Approved Visitor List will be kept behind reception at all times. If office staff are in any doubt they should refer to the Headteacher/Business Manager.

All Approved Visitors will be required to sign a unaccompanied visitor agreement (Appendix A)

**Visitors Departure from School**

On departing the school, visitors MUST leave via reception and:

* Enter their departure time in the Visitors Record Book
* Return the identification badge and lanyard to reception

**Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge should be challenged politely by any member of school staff to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under “Visitors to the School” above will then apply.

# Visitor conduct

* 1. 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.
	2. The schoolreserves 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.
	3. 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.
	4. 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.

# In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Business Manager (or Senior Leader if neither is available) should be informed promptly.

# Please also refer to the Zero Tolerance Policy.

**Governors and Volunteers**

All Governors are required to comply with the disclosure and Barring Scheme. All other volunteers who meet the criteria of regulated activity (contact with children more than 3 times in a 4 week period) must comply with Disclosure and Barring Scheme also.

Governors and Volunteers **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book and wear an identification badge).

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

New volunteers will be asked to comply with this policy upon their induction to the school. Long term volunteers will be included on the Approved Visitors List.

**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.

**Linked policies**

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

* Child Protection and Safeguarding Policy
* Healthy and Safety Policy
* Fire Safety Policy
* Zero Tolerance Policy

**Policy Review**

The policy will be reviewed in June 2018 and shared with staff on an annual basis.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A**

**Unaccompanied Visitor Agreement**

You are permitted to access the school site unaccompanied on the following conditions:

* The ID badge issued to you must be on show at all times whilst on site.
* Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
* The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.
* Blackheath Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all visitors/contractors to share this commitment. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main Reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection. Please refer to the ’School Visitor Child Protection Guide’ that you have been given.
* If the fire alarm should sound please leave by the nearest safe exit and report to a Fire Marshall on the playground. Do not re-enter the building until you are told it is safe to do so.
* Blackheath Primary School is designated a no smoking workplace; therefore, smoking is prohibited anywhere on the school premises.
* Should your circumstances change you must notify the school.
* The use of mobile phones is not permitted in any area unless permission has been given by the headteacher.
* 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 schoolreserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, volunteers, parents or other visitors.
* In the event that you do not adhere to any of these conditions the facility for unaccompanied visiting will be withdrawn.

Name (block capitals):

Signed: Date: