

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

## Visitors Policy



2024 – 2025

Approved by:	The Governing Body Nov 24
Last reviewed on:	28/11/2024
Next review due by:	Nov 2025

## 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](mailto: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 device at reception
- Display ID badges provided at all times while on school property
- Visitors will be asked to comply with our electronic device policy- mobile phones and electronic devices are not to be used on the premises. Lockers are available and reception staff will ask visitors to sign a disclaimer if their laptop is required. SLT will be asked to advise if appropriate. (see the school's Electronic Device Policy available on the school website)
- 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.

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 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 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 and Electronic Device Policy.

**Compiled by Jayne O'Connell**