



Dane Bank Primary School

“Dream it. Believe it. Achieve it. Together, it is possible...”

Visitors Policy

This Visitors Policy was reviewed and amended by Joanne Lennon, Headteacher	<i>October 2023</i>
This Visitors Policy was approved by the Local Governing Committee in	<i>October 2023</i>
The Visitors Policy will be reviewed every 2 years, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>July 2025</i>

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

Policy Aim

To safeguard all children both during school hours and during out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Dane Bank Primary School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

Policy Statement and Responsibilities

Dane Bank Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school 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 to do so may result in the visitor's escorted departure from the school site.

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Designated Safeguarding Lead (DSL), School Business Support Officer, office team and wider staff team as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

- ✓ We welcome all visitors to Dane Bank Primary School.
- ✓ Visitors are required to report to the office entrance and sign in using our Inventory system.
- ✓ All visitors must wear a visitor's badge at all times.
- ✓ Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the school office for registration.
- ✓ We reserve the right to refuse entry or terminate a visit at any time.
- ✓ Visitors include: parents, volunteers and Governors

Who this policy applies to:

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.

Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- ✓ All Governors of the school.

- ✓ All external visitors entering the school site during the school day or for after school activities (including external professionals such as – NHS or social care staff, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- ✓ All parents and volunteers.
- ✓ Other education related personnel (advisors, inspectors).
- ✓ Building & maintenance and all other independent contractors visiting the school premises.

Protocol and Procedures

Visitors can be classified according to the following 3 groups with the actions to be taken for each group outlined below.

Visitors invited to the school:

Before any visitor is invited to the school, the Headteacher, or a member of the Senior Leadership Team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school diary this will be discussed as part of the regular review of the diary; at senior leadership team meetings and the weekly staff briefing.

When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- ✓ Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school diary.
- ✓ All visitors must report to the School Office at the front of school.
- ✓ At the School Office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification. All visitors will be asked to sign the school's electronic sign in system note of their name, organisation, who they are visiting as well as the date.
- ✓ All visitors will be required to wear a visitor identification badge. The badge must remain visible throughout their visit.
- ✓ All visitors will be given the appropriate safeguarding, health and safety and school information leaflets.
- ✓ Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the School Office 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 Office and sign out

DBS pre-checked/approved visitors:

School will have an overview of regular, approved visitors list for visitors who frequently visit the school site to undertake work within the school – these are known in school as “DBS pre-checked visitors”. At Dane Bank, this list may include the following roles: Sports Coaches (work in school daily), Modern Foreign Languages Teacher, Music Teacher, Music – instruments 1:1 tutor, various after school club professionals etc.

To qualify for this list the visitor must have demonstrated, prior to the visit that: a) They have a current clear enhanced DBS check AND b) A current clear DBS children's barred check has been undertaken. These visitors will be registered on our Inventory sign-in system under the “DBS pre-

checked category” which confirms that we have seen and approved their DBS information and stored their photograph ID.

Visitors on the DBS pre-checked list MUST follow the same procedures on entry to the premises (i.e. come to the School Office and receive an ID badge having been entered onto the Inventory system).

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to the School Office to be issued with a visitor badge if approved. From this point, the procedures outlined above will apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member 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. The Headteacher (or member of SLT in the absence of the Headteacher) reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school if there are concerns as to compliance with this policy.

Identifying visitors around school:

All visitors should be wearing a visitor ID badge at all times when on school premises.

If a visitor does not a DBS certificate to show us, or an ‘umbrella letter’ of assurance from the organisation employing them, they should wear a **red lanyard** at all times around school so that staff know they should not be left alone in the building.

If a visitor has a DBS that school have seen, or are covered by an ‘umbrella letter’ of assurance from the organisation employing them, they will be wearing a **green lanyard** at all times around school. Visitors with a green lanyard do not need to be escorted around the building at all times.

We reserve the right for any staff member to politely check or challenge any visitors if they feel they need clarification.

Appendices:

- 1.) Agreed procedures for welcoming a visitor in to school
- 2.) Visitor posters to be displayed around school

Appendix 1: Agreed procedures for welcoming a visitor in to school



Dane Bank Primary School **Procedures for visitors to school**



Types of visitor

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e. parents, parent helpers, school governors.
- Visits should be planned to ensure they run smoothly, considering the need to safeguard children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. Every visitor should be asked to produce formal, photo identification and won't be permitted into school without this.
- All visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's Visitor Code of Conduct which is displayed in the entrance area and throughout school. This will be recorded on the electronic register.
- A visitor's badge should be worn and displayed on either a red lanyard if they are not DBS checked and a green lanyard if they are.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors wearing red lanyards **MUST** be accompanied by a member of staff at all times. Visitors with a red lanyard should not be alone with pupils/children.
- If a visitor has had appropriate DBS clearance this should be recorded on the Single Central Record, or an umbrella letter for their organisation (confirming) that their staff have appropriate checks) should have been received. These visitors **MUST** wear a green lanyard and, if it is a legitimate part of their role (for example a social worker seeing a child), can be left unaccompanied with children.
- If visitors wearing a red lanyard find they are alone with pupils/children they should report to a member of staff or reception. If employees of Dane Bank see a visitor without a lanyard in school they should escort them to the school office.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a visitor identifies a safeguarding or child protection concern during their visit they should report it to the DSL as per point 8 of the school Visitor Code of Conduct.

DANE BANK PRIMARY SCHOOL



VISITOR CODE OF CONDUCT

Always remember
our 6 school values:

Empathy



Respect



Fairness



Kindness



Responsibility



Resilience



- 1** Please sign in and out of the building using the electronic sign in system.
- 2** Wear your red or green lanyard with I.D. badge at all times.
- 3** Please stay within the areas that are necessary for your visit
- 4** Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- 5** Do not take/use images of pupils/students unless approved to.
- 6** Turn mobile phones on silent and do not use them in the presence of pupils
- 7** You will be expected to comply with the school's confidentiality policy
- 8** Report any safeguarding concerns immediately to either of the Designated Safeguarding Leads.



Mrs Clarke



Mrs Lennon