

# Visitor Policy

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## Statement of intent

This policy is designed to outline Epinaay School's procedures regarding visitors to our school grounds.

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.
- Engage with the community and outside educational influences in a structured and productive manner.

## Legal framework

This policy has due regard to all relevant legislation, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2020) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996

This policy operates in conjunction with other school policies.

## Authorisation

- Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office.
- The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable onto the online school calendar. The office will email relevant members of staff regarding the visit. The relevant member of staff must inform the office if the visit is not appropriate or if any changes need to be made to the appointment.
- Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and email this on to the office for adding to the online school calendar.
- Visitors who arrive at the school without a prior appointment may be refused entry into school. The office will check with SLT to ask for permission for the visitor to be allowed entry.
- Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, the office will check with SLT to see if the visitor should be allowed entry.

## **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. All visitors who are employed by or are visiting on behalf of the Local Authority are DBS checked and the school has received an email to this effect.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

The Head's PA is responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance 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.

## **Visiting procedures**

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

- Immediately report to the school reception area on arrival
- Provide their details to the school office, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit
  - Expected length of visit
- Sign-in using the sign in system
- ID badges from the sign in system to be provided and worn by the visitor at all times while on school property
- Sign-out using sign in system upon departure
- Return ID badge to the school office before departure – school office to destroy the badge immediately

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware that parking on school grounds is extremely limited and that parking in the surrounding streets is advisable.

### **Exceptions**

Emergency visits to the school by contractors.

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 grounds where the events are taking place (e.g. the sports field, school hall).

### **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 taken to the school office immediately where they can sign-in.

If a visitor cannot be identified, the Head Teacher 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 will be called to assist.

### **Visitor conduct**

Visitors to the school will be required to act in accordance with the school's 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 any school stakeholders.

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 Local Authority for the individual in question.

Policy approved by Governors:	Sept 2021
Date of next review by Governors:	Sept 2022