



Royal Cross Primary School

Lancashire's school for deaf children

Policy Title:	Visitors into School Policy – updated to reflect Covid-19 guidance
Date of Issue:	23/02/23
Date of Review:	Spring Term 2024
Author and Role:	Bev Hennefer, Headteacher with reference to The School Bus
Ratified by:	Governors Policy Committee
Responsible Signatory:	Clive Gregory
Date of signature:	
Details:	This Policy: is designed to outline school's procedures regarding visitors to our school grounds. This policy is designed to protect the welfare and safety of pupils, staff and visitors –taking into account the current guidance during the pandemic.
Cross reference:	Infection and Control Policy Safeguarding & Child Protection Policy Recovery & Risks Assessments Policy Teaching & Learning Policy Health & Safety Policy Prevent Duty Policy DBS Policy Contractors Policy Volunteer Policy

EQUALITY AND DIVERSITY STATEMENT

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy

Statement of intent

This policy is designed to outline name of 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 (2022) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996
- DfE (2021) Prevent Duty Guidance

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy
- First Aid Policy
- Prevent Duty Policy

The DSL is responsible for ensuring visitors receive copies of and understand the following school policies:

- Social Media Policy
- Personal Electronic Devices Policy
- Staff and Volunteer Confidentiality Policy
- Fire Safety Policy

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, who can be contacted on phone number 01772 729705.
- 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.
- The school office will pass all details on to the Headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

- Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher's authorisation.
- Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.
- Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the school's visiting procedures outlined in the visiting procedures section of this policy.

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 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.

DBS checks will be undertaken in accordance with the DBS Policy.

- 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 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.
- The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to 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 staff, including:
 - Name
 - Purpose of visit
 - Name of pupil / staff the visit pertains to

- Expected length of visit

Sign-in using the electronic system

- Display ID badges provided at all times while on school property
- Sign-out upon departure

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 our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Visitors will be advised that our school is a mobile free area and the use of mobile phones are not permitted within school. Exceptions are made for emergencies and the designated areas will be explained to visitors along with the procedures for use.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

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 directed to the school office where they can sign-in.
- If a visitor cannot be identified, the Headteacher 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.

Monitoring and review

This appendix will be reviewed by the Headteacher in response to any new government advice.

Updates to this policy will be communicated to all staff members by the Headteacher.

Visitor Self-declaration Form

At Royal Cross Primary School, the safety of all our pupils and staff remains a top priority.

If you are unable to agree to the declaration below, we respectfully ask that you delay your visit until another time.

Please complete this form prior to entering the school premises – it should be handed into the school office as you arrive.

Please note: if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

Declaration

I agree to:

- Follow the school's safeguarding procedures
- Follow the school's conduct procedures
- Follow the school's procedures regarding the use of technology and social media on-site
- Follow the school's procedures regarding confidentiality
- Follow the school's visiting procedures

Full name	
Company/organisation	
Purpose of visit	
Contact number	
Signed	
Date	