



Saint William's Catholic Primary School

Visitor Policy

Introduction/ Aim of the Policy

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here (and before where applicable).

The aim of this policy is to safeguard all children during school hours as well as during out of school hours activities. We want our children to learn and enjoy opportunities in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of visitors to the school which is understood by all staff, governors, visitors and parents.

- To prevent unauthorised persons from entering school.
- To make visitors welcome
- To ensure that visitors are monitored and checked
- To monitor visitors carefully during their time at school
- To be able to account for, and locate, visitors at all times.

Visitors Invited to the School

Before a visitor is invited to the school, the Headteacher/ Senior Leader should be informed, with a clear explanation as to the relevance and purpose of the visit. Permission should be granted before a visitor is asked to come into school.

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit.

Strategies and Procedures

- External doors will be kept securely locked when all children are in the building. When they are open at the beginning and end of the school day, a member of staff will stand at the door.
- Gates will be locked during the school day.
- All visitors will report to the main office where they will be welcomed and asked for their details and for the name of the person they wish to see.
- Visitors must sign-in on the iPad and sign out as they leave.
- All visitors will be required to wear an identification badge or visitor sticker.

- Visitors will be asked to wait in the reception area or outside the Headteacher's office until the person that they have come to see arrives to take charge of them. Alternatively, the visitor will be escorted to their point of contact. This person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
- The site supervisor will be responsible for contractors during their time in school. The Headteacher and/or office staff will do this when the site supervisor is not on-site.
- The Headteacher/ Senior Leader must be informed immediately if members of the police, fire service, local authority, Ofsted or other official bodies, arrive at school unexpectedly.

Unknown/ Uninvited Visitors

- Any member of staff must challenge politely any stranger they meet who is not wearing identification. They should then be escorted to the main office to sign the visitor's book and be issued with a visitor's badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher/ Senior Leader or Office Staff should be informed promptly.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff (alternatively, staff and children may need to be removed). If necessary, the police should be summoned to remove them.

As much as we encourage volunteers/visitors and appreciate the help they give us, failure to comply with this policy will result in visits being stopped for that individual in the interest of safeguarding our children.

Policy to be reviewed biannually (or sooner if required)

Review date; September 2023

S. Solloway

Next review date; September 2025