



Policy Title **Visitor Policy**

Adopted: January 2023

For Review: September 2024

1. Introduction

At Thorplands Primary School we warmly welcome visitors. Our school's vision, values and rules are important to our school community and we ask all visitors to uphold these during their time with us.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- NPAT and Local Authority staff
- Contractors

2. Aims of the Policy

The aim of the policy is to provide clarity to staff and visitors on procedures and expectations while at Thorplands Primary School. This policy works alongside all other safeguarding policies and legislation to support the school in implementing the highest standards of safeguarding.

3. Visitor Procedures

Visitors Invited to the School

Before a visitor is invited to the school, both the Headteacher and Senior Leadership Team are informed, with a clear explanation as to the relevance, purpose, date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report must report to the school office staff.

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- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign in on the electronic sign-in system which is situated by the main entrance and school office.
- All visitors are required to wear an identification badge.
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about safeguarding and emergency evacuations procedures and protocol
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

On departing, visitors leave via the main entrance by the school office and:

- Register their departure on the electronic sign-in system
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to the school office to sign in using the school's electronic sign-in system and be issued with an identity badge. The above procedures then apply. In the event that the visitor refuses to comply, they will be asked to leave the site immediately. The Headteacher (or Senior Leader if the Headteacher is unavailable) will consider the situation and decide if it is necessary to inform the police.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role, along with the NPAT Volunteers Policy.

Contractors

Site staff are responsible for the registration and supervision of contractors while on site.

School staff will be vigilant that contractors abide by the expectations of the school and will report concerns immediately to the Headteacher or Senior Leaders in such events.

CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy should be read in conjunction with other related school policies: including:

- NPAT Safeguarding and Child Protection Policy
- NPAT Safer Recruitment Policy

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- NPAT GDPR Policy
- NPAT Healthy and Safety Policy
- NPAT Staff and Volunteer Policy
- NPAT Code of Conduct
- TPS Staff Handbook

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.