



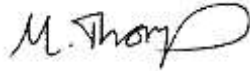
Pennine Academies Yorkshire

Visitors Policy

POLICY HISTORY

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Approved by (signature):



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KEY AMENDMENTS TO THIS POLICY

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1. STATEMENT OF INTENT

At Pennine Academies Yorkshire, we are committed to providing a caring, friendly

and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect or bullying.

We ask for co-operation from all stakeholders and visitors in promoting a safe culture and environment.

This policy is designed to outline Clayton Village Primary School's procedures regarding visitors to the premises.

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

2. LEGAL FRAMEWORK

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

- [Health and Safety at Work Act 1974](#)
- [Keeping children safe in education](#)
- [Childcare Act 2006](#)
- [Education Act 1996](#)
- [Prevent Duty Guidance](#)

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Contractors Policy
- Volunteer Policy

3. AUTHORISATION

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01274 414115 or by emailing office@cvps.paymat.org.

Visitors are required to sign in on arrival through the school's Sign In system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

Parents are discouraged from visiting the school during school hours unless for a school event, pre-arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

4. TYPES OF VISITOR

People working with children

Examples include: peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.

Unless the visit is expected or the visitor is well-known to the person admitting them, their identity should be confirmed. All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure). If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitors will wear a badge issued by the organisation holding their DBS clearance.

People working with things

Examples include: builders, gardeners and people working on computers or other equipment

Unless the visit is expected or the visitor is well-known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge. They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted visitors

Examples include: parents and guardians, prospective parents, guest speakers, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories **must be accompanied at all times.**

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility.

This policy **does not apply** to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign

in. Deliveries are to be taken into the main school office.

5. 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 the visit pertains to/staff member who arranged the visit
- Sign-in using the computer at reception
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' computer at reception
- Return ID badges to the school office before departure

6. 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 an enhanced DBS check with children's barred list information if they work in regulated activity.

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 at all times when managing the risk of potential harm to pupils from visitors.

7. EXCEPTIONS

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

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).

8. 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 or member of SLT 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.

9. VISITOR CONDUCT

If you are visiting our school, whilst on our premises, you must observe the following:

- All staff and visitors must enter through the entrance on John Street or the driveway on Throxenby Way via the school office.
- All visitors, including volunteers, must report to the school office before entering the school to sign in.
- All visitors to the school are required to produce a PHOTO ID at the reception desk, and to wear a Visitor's Badge.
- All visitors must sign out at the end of their visit.
- Please do not enter the school unless escorted by a member of staff or by prior arrangement.
- Please do not open doors leading onto secure school premises.
- If your visit involves working independently with the children you will be asked to produce a current enhanced DBS certificate along with your Photo ID.
- Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
- If the Fire Alarm should sound please leave the building by the nearest exit and proceed to the assembly point. DO NOT RE-ENTER THE BUILDING until you are told it is safe to do so.
- We operate a Smoke-Free Policy which we ask you to respect.
- Staff have the right, and are encouraged, to question anyone on the school premises who they do not recognise.
- Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.

Unacceptable Behaviour

- Anyone behaving in an aggressive or disrespectful manner will be asked to leave immediately. Persistent offenders will be banned from the premises.
- The school reserves the right to escort individuals from the premises who

act in an aggressive or threatening manner towards staff members, pupils, Trustees, 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.