



School Policy



School Visitors Policy & Procedures

Reviewed spring 2023

Child Protection Information for Visitors and Volunteers

At Lightmoor Village Primary School our first priority is the welfare of our pupils. We are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

At Lightmoor Village Primary School, in order to protect our children, we aim to:

- Ensure pupils are protected from harm, ie Bullying, Radicalism, grooming and Racism.
- Create an atmosphere of mutual care and respect.
- Recognise signs and symptoms of abuse and know who to report it to.
- Respond quickly and effectively to cases of suspected abuse.
- Our school will support all pupils by:
 - Promoting a caring, safe and well-organised and positive environment within the school that encourages will pupils to speak out if they are worried or feel unsafe.
 - Giving them a voice through Team Safe (our children's safeguarding board).
 - Encouraging self-esteem and self-regulation.
 - Promoting a caring, safe, well organised and positive environment within the school.

The Governing Body assures all visitors a warm, friendly and professional welcome to Lightmoor Village Primary School, whatever the purpose of their visit.

Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the Headteacher.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Lightmoor Village Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

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

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including sports coaches, and topic related visitors)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school must bring formal identification with them at the time of their visit. They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances. Visitors will be asked to come to the window via the BVT entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the visitors record book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- Visitors will then be 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.
- The visitor must not be allowed to move about the site unaccompanied unless they have submitted their DBS

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Business Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher, Business Manager or any other Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a CRB disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers CRB certification is current

Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction.

This is the responsibility of the Headteacher, Chair of Governors or Clerk to 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.

7. Staff Development

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

8. Linked policies

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

- Safeguarding Child Protection Policy
- Keeping Children Safe in Education
- Online safety policy
- Behaviour policy
- Staff code of conduct,
- Healthy and Safety Policy
- Fire Safety Policy

Policy Review

The policy will be reviewed in 2025