

VARNA COMMUNITY PRIMARY SCHOOL

POLICY FOR VISITORS TO SCHOOL

OVERVIEW

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. It will ensure that no unauthorised person has entry to the school. For the purposes of this document the definition of "visitors" also includes parents and carers.

OBJECTIVES

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

STRATEGIES

1. External doors will be kept securely closed, external signs will direct visitors to the main entrance.
2. All visitors will report to the school office where they will be welcomed and asked for their details and for the name of the person they need to see.
3. Visitors must sign-in on the visitor list and sign out as they leave..
4. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
5. Visitors will be accompanied, or supervised, during the whole of their time in school.
6. The Facility Manager, if delegated to do so will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the responsible person if they are not already known to him/her. He/she will alert senior staff of their presence.
7. The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
8. The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and only send students on placement if satisfied with the information which they have received .The school will make available information to students on placement either verbally or in writing according to the status and length of the placement.
9. Any member of staff must challenge any stranger they meet or who is acting suspiciously.
10. If any visitor behaves in an unacceptable, intimidating 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. If necessary the police should be summoned to remove them.
11. The headteacher has the support of the governing body to decide on what basis, if any, a visitor conducting themselves as described in (Pt10) should be allowed to visit the premises at any point in the future.

OUTCOMES

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

Adopted by the Governing Body Autumn Term 2016