



St. Monica's RC Primary School

Visitors in School Policy

Here at St Monica's, we recognise that we are all cherished members of God's family.
We love and care for one another, and trust God to guide us in all we do and say.
By working together, we aim to achieve. By working together, we will succeed.

At St. Monica's Primary School the safety of our children is paramount.
We have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.
This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. St Monica's School therefore requires that visitors comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

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.

Objectives:

- 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 in school.
- To be able to account for, and locate visitors at all times.

Strategies:

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance.
2. All visitors and (including governors and visiting professionals and volunteers) will report to the school reception desk where they will be welcomed and asked for their details and reason for their visit. This should be carried out by office staff, or in some circumstances by the Headteacher or Deputy Headteacher.
3. Visitors must sign-in and sign out as they leave.
4. Each visitor will be given an identification that must be worn visibly at all times, and will be asked to read the 'Visitors' Important Information' sheet.
5. 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.
6. Members of staff should not let visitors onto the school premises unless the procedures listed have been followed.

7. Visitors will be accompanied, or supervised, during the whole of their time in school.
8. Visitors' identification badges must be collected in by the office staff before the visitor leaves.
9. Where appropriate, the caretaker will be responsible for workmen/women and trades people, during their time in school. They must show proof of identity to the caretaker if he does not already know them. He/she will alert appropriate staff of their presence. The office staff will do this in the site manager's absence.
10. A member of the senior management team must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
11. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
12. 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. If necessary the police should be summoned to remove them.

Governors and Volunteers

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

The School must check all governors and volunteers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Governor Visits 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 and 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.

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.

Approved: May 2022