



Bladon C of E Primary School

## School Visitors Policy (C03)

Reviewed: November 2015

Next Review: November 2018

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)

### Purpose:

To have in place a clear protocol that is understood and implemented by all staff, governors, visitors and parents. The ultimate aim is to ensure that pupils at the School can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

### Policy Statement:

Visitors are very welcome, however it is the School's responsibility to ensure that the security and well-being of pupils is uncompromised at all times. The School has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the requirement to safeguard all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Head Teacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognizes that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** without exception comply with the following policy and procedure.

### Responsibilities & Scope:

The Head Teacher is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Head or, if absent, to the senior member of staff on site.

The School has the responsibility for the control of its pupils anywhere on the school site; during normal school hours; during after-school activities and on any off-site activities organized by the School.

The policy applies to:

- All teaching and non-teaching staff employed by the School
- All external visitors including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists entering the site during the school day or for after-school activities
- All Governors of the school
- All pupils; all parents (including parent helpers)
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- All Buildings and Maintenance Contractors or similar trades

### Protocol & Procedures:

All visitors to the School may be asked to provide formal identification at the time of their visit. Where possible the school office staff should be informed of any pre-arranged visitors. Any visitor not wearing an identity badge should be asked who they are and their business at the school

- All visitors must report to the school office and should not enter the school via any other entrance.
- At reception visitors must state the purpose of their visit and who has invited them. They will be asked to sign the Visitors' Record Book (kept by the school office) with their name, organisation, and car registration number, time of visit and who they are visiting.

- Visitors will be required to wear an identification badge which must remain visible throughout.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive them. The contact will then be responsible while they are on site.
- On departure visitors should sign out before leaving via the school office.
- In the event that any visitor refuses to comply with these rules they should be asked to leave the site immediately and the Head Teacher or Senior Teacher be informed promptly. The Head/Senior Teacher will consider the situation and decide if it is necessary to inform the police
- Any Governor or regular parent helper in regulated activity requiring contact with pupils may need to comply with the Disclosure and Barring Service by completing a DBS disclosure (if not already held).
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Head Teacher before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc basis (e.g. giving a talk to a class about their hobby/job/faith) as long as they are not left unsupervised. The Head Teacher must give permission before any such visit takes place.

**Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a pupil.**

**New Staff, Governors, Parent Helpers etc:**

As part of their induction new staff, Governors, parent helpers etc will be made familiar with this policy for external visitors and be asked to ensure compliance with its procedures at all times.

**Policies Related to Pupil Safety:**

No.	Title	No.	Title
C01	Anti Bullying	C14	Drugs Education
C02	School Visitors	C18	Internet Use & Internet Safety
C06/1	Safeguarding Children Policy	C19	First Aid Policy
C06/2	Safeguarding Children Procedures	S06	Safe Recruitment & Vetting
C08	Behaviour	R02	Health & Safety

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