



Wootey Infant School Visitors into School Policy

Created by: Liza Raper

Responsibility: Resources Committee

Reviewed by: Resources Committee

This Review: Sep. 2023 (Liza Raper)

Next Review Due: Sep. 2026

Cycle: 3 years

Ratified by: Resources

Introduction

At Wootey Infant School we recognise the benefits of an open and friendly relationship with all members of the community. In practice, this means creating and maintaining a welcoming atmosphere. At the same time, we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children and adults who work in the school. For the purposes of this policy, we define visitors as being all those on the school site who are not employed by the school. This policy will give clear direction to all teaching and non-teaching staff employed by the school, governors, visitors (including contractors, peripatetic tutors, health care professionals, sports coaches) parents and volunteers, about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

Objectives

1. To maintain an open door policy within school.
2. To maintain the close links with Colleges and Universities supporting students.
3. To ensure children have an understanding that they must not speak to strangers but that those people who are in school are safe to talk to and be around in school.

In order to achieve the above aims and objectives the following procedures are in place:

1. All students, staff and voluntary workers will be required to produce a current DBS check prior to working in school. Any volunteers waiting for DBS checks to be processed will not be left alone with pupils at any time.
2. Any organisation or persons wishing to be involved with the school accepts that it is governed by the school's policies and professional code of conduct.
3. Visitors may be asked to show formal identification (unless they are named on the approved visitors/contractors list).
4. All visitors must sign in at the office and be given an identity badge. Visitors must sign out before leaving the premises.
5. Parents are asked to report to the office when collecting children during the day. They will wait in the reception area while a member of staff collects the child from the class.
6. Visitors will be met by the office staff/Head teacher or member of staff to ascertain their reason for the visit.
7. The school commits to any visitor that they will not be left without an accessible member of staff and that the member of staff is responsible for the discipline and behaviour of the pupils.
8. Following the visit, where appropriate, school will assess the impact of the visit upon the pupils and share this information with the person involved in the visit.
9. In the event of an emergency requiring the evacuation of the premises, the member of staff who they are visiting will accompany visitors to the assembly point. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure posted in each room.
10. Parents are responsible for their own children when on site with them out of normal school hours.

Roles and Responsibilities

The Governing Body

1. Ensure the policy is implemented and will monitor through Head Teachers reports to Governing Body under Health and safety.

The Head teacher

1. Monitor the policy and procedures ensuring they are implemented effectively.

2. Report to the Governing Body through Head Teachers reports.

Staff

1. Ensure procedures are followed.

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from DBS requirements.

The schools Safeguarding Policies and Procedures will be adhered to at all times.

This school will regularly review its policy and procedures on Visitors into School. The school welcomes the views of parents, teachers and pupils on this subject.