



## Visitors, Visiting Speakers and Contractors Policy

### CONVENTION ON THE RIGHTS OF THE CHILD

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from UNICEF's Convention on the Rights of the Child.

In this policy, we are working towards the following article:

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

**Date Prepared:** March 2019

**Date Approved by Governing Body:**

**Date to be reviewed:** March 2021



## **Contents:**

### Statement of intent

1. Authorisation
2. Visiting procedures
3. Exceptions
4. Unidentified individuals
5. Visitor conduct
6. Monitoring and review

## **Statement of intent**

This policy is designed to outline Little Hill primary School's policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## **Authorisation**

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 0116 2811963.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff, premises officer or member of the senior leadership team.

Parents are discouraged from visiting the school during school hours unless for a planned school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## **Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

Immediately report to the school reception area on arrival

Provide their details to the reception staff and/or the sign-in app, including:

- Name
- Purpose of visit
- Name of pupil the visit pertains to/staff member who arranged the visit

Sign-in using the sign-in app

Display ID lanyards provided at all times while on school property

Sign-out using the 'sign-in' app

Return ID lanyards to the school office before departure

Regular visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.

Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times and wear a yellow lanyard.

Visitors will be handed our Safeguarding leaflet.

## **1. Exceptions**

Visits to the school by contractors are governed by our Contractors' Policies and procedures.

Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

## **2. Unidentified individuals**

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed lanyard.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **3. Visitor conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct, Adult Behaviour Policy and other relevant school policies at all times.

Little Hill Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors. See Adult behaviour policy.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. See Adult behaviour policy

In the event of persistent occurrence of unacceptable behaviour on the school site, Little Hill primary School has the right to request a banning order from the LA for the individual in question. See Adult Behaviour policy

## **Monitoring and review**

This policy will be monitored and reviewed on an annual basis by the headteacher and governing body.

Amendments to the policy will be communicated to all members of the school community.