



VISITOR SCHOOL POLICY

Introduction

This document is intended to provide informative and friendly advice to all those who enter and use Wentworth C of E School. The school's responsibility is to ensure that the security and wellbeing of its pupils is uncompromised at all times and that class lessons are not interrupted.

Aim

- To ensure the safety and security of pupils, staff and visitors
- To give information to visitors and staff about procedures during visits
- To enhance and enrich the creative curriculum through specialist expertise
- To develop effective partnerships with the community and appropriate agencies, which contribute to the welfare, well-being and learning for pupils

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (Advisors, Inspectors)
- Building & Maintenance Contractors

Visitors Invited to the School

Before a visitor is invited to the school, the Head Teacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Head Teacher before a visitor is asked to come into school.

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first - **do not enter the school via any other entrance**

Effective Date

This policy became effective in summer 2016, will reviewed in summer 2018.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

At the school entrance, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification

- All visitors will be asked to sign the Visitors Record Book which is kept in the school entrance at all times
- All visitors will be required to wear an identification badge
- All visitors will be told information about emergency evacuations procedures and protocol by the administration staff.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. Visitors should not be allowed to wander around the building unattended.

On departing the school, visitors should leave via the main school entrance and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge
- A member of staff should escort/direct the visitor to the staff car park ensuring the visitor does not re-enter the school site, potentially breaching security.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site

They should then be escorted to reception to sign the visitor's book and be issued with an identity badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher (or a member of the SLT if not available) should be informed promptly.

The Head Teacher (or a member of the SLT if not available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and Parent Helpers

- All governors and parent helpers 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 parent helpers DBS certification is in date at the beginning of the academic school year. **Please note** that Governors should sign in and out using the Signing in 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 Head Teacher, Chair of Governors.
- New/old parent helpers 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.

Polite Notice

Parents must always follow the visitor policy. Parents and carers must not walk through the school building without identification or enter classes during lesson times without prior arrangements. Parents who are assisting in school as volunteers must also follow the signing in process but on receipt of their visitors pass may then proceed to the class in which they will be working.

Effective Date

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