



Wodensfield
Primary School

School Visitors Policy

May 2021

**Wodensfield Primary School
Woden Avenue, Wednesfield,
Wolverhampton, WV11 1PW**

Approved at F&GP: 20.05.21

Review date: May 2023

Signed Chair of Governors:

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on school site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

Policy Statement

The Headteacher ensures that all visitors receive a warm, friendly and professional welcome to Wodensfield Primary School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the need 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, the Governing Body recognises 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 procedures. Failure so to do may result in the visitor being escorted from the school site.

The Objectives of this Policy

The key objective of this policy is to have clear protocols and procedures for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers whilst conforming to child protection guidelines, therefore preventing unsuitable personnel from working with or accessing children and young persons in the school setting.

Wodensfield Primary School has responsibility for the safety and well-being of all of our children anywhere on the school site, whether during school hours or whilst participating in after school and off-site activities.

This 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 etc.)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building and maintenance contractors

Policy Responsibility

The Headteacher is the member of staff responsible for the implementation, coordination and review of this policy. All breaches of this procedure must be reported to the Headteacher direct.

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below:

- Upon entering site, all visitors must report to the main office.
- Visitors must state the purpose of their visit and who they are here to see. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in via the Entrysign system, entering their name, organisation, who they are visiting and car registration. Contractors shall be asked to agree that they are aware of the asbestos management plan.
- Visitors will be required to wear an identification badge which must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to collect their visitor from the main office. The contact will then be responsible for them whilst they are on site. The visitor must not be allowed to move around the site unaccompanied unless agreed by the Headteacher or their details have been recorded on the schools single central record. This document is managed by the School Business Manager and is the person to contact in regards to any queries relating to this. Visitors included on the single central record are categorised as 'frequent' visitors to the school site and have therefore provided evidence of DBS clearance and all relevant safeguarding checks.
- Visitors on the single central record must follow the same procedures on entry and exit of the premises.
- On departing the school, visitors must leave via the main office once signing out.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site. They should then be escorted to the main office to sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and an ER call is made if necessary. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, an ER call is made and 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 Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the 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.

New staff

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Code of conduct whilst on site

Whilst visitors are on the school premises, they must,

- Act in a polite and respectful manner towards school staff, pupils, Governors and other visitors.
- Not display aggressive or threatening behaviour.
- Help to create a welcoming environment which promotes equality and diversity.
- Act as positive role models to pupils.

Where there is a breach of such procedures the school will respond in a measured way, depending on the seriousness of any inappropriate conduct.

Inappropriate conduct on the school site includes:

- shouting at members of the school staff, other parents/carers or children;
- physically intimidating a member of staff, other parents/carers or children;
- the use of aggressive hand gestures;
- threatening behaviour;
- shaking or holding a fist towards another person;
- swearing;
- pushing;
- hitting,
- spitting;
- breaching the school's security procedures
- taking of photographs or making recordings on school premises, except for when permission is given by the Senior Leadership Team, at specific events.

Procedure for inappropriate behaviour

Where an incident of inappropriate behaviour occurs, staff must:

- log the incident using the appropriate form – Appendix B
- initiate a meeting/dialogue with the individual;
- write to the visitor (Appendix A), describing their misconduct, explaining its impact on the school and stating its unacceptability;
- vary the person's "licence", say, through the addition of conditions;
- either warn of the possibility of a "ban" (i.e. the withdrawal of their licence) if the misconduct is repeated; impose a ban with a review after a fixed period; or impose a ban without review.

Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, a parent or carer may be banned from the school premises for a period of time.

In imposing a ban the parent/carer will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. police involvement or an injunction application may follow. Where an assault has led to a ban, a statement indicating that the matter has been reported to the Chair of Governors, Local Authority (LA) and the police have been informed will be included. The LA will issue a letter on behalf of the school and may take action where behaviour is unacceptable or there are serious breaches of health and safety. Where appropriate, arrangements for pupils being delivered to, and collected from the school gate will be clarified.

Linked Policies

This policy should be read in conjunction with other related school policies including:

- Child Protection/Safeguarding Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Security Policy
- Fire Safety Policy

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

This Policy will be reviewed every 2 years.

Appendix A

Letter sent to Parent/Carer in the event of inappropriate behaviour

Ref: SW

Dear

On _____ it has come to my attention that there was an incident on the school playground involving inappropriate language towards another parent. Other parents have made complaints about this inappropriate language especially as it was in front of children.

I must inform you that the Governing Body will not tolerate conduct of this nature on its premises and will act to protect its staff, pupils and parents/carers.

Therefore if, in the future, I receive any reports of conduct of this nature I will be forced to consider removing your licence to enter the school grounds and buildings. If you do not comply with that instruction I will be able to arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996.

However, I wish to give you an opportunity to communicate in writing any comments or observations of your own in relation to the report which I have received about your conduct. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by _____.

I have also offered you a meeting with myself so that you can have the opportunity to discuss any issues.

Yours sincerely

S.Walker (Mrs)
Headteacher

Appendix B

Incident report form

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property.

Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion.

For any incident involving or witnessed by a pupil or parent/carer/visitor, a member of staff should complete the form on their behalf.

The completed form should be passed to the Headteacher, for appropriate action and recording.

Date of incident	Time of incident
Name of person reporting incident	Date incident reported
Member of staff recording incident	Date incident recorded
Name(s) of person(s) causing incident (where name(s) is/are unknown, provide other details of which may allow their identification)	Status(es) (parents/carers/visitors/trespassers)
Names of any witnesses Statuses	
Full description of incident (e.g. names of persons involved; location; nature of any injuries; attendance of emergency services)	
Initial action/outcome (e.g. Informal conciliation; police intervention; warning or banning letter issued)	
Summary of subsequent actions taken by the school, including risk assessments	
Linked incidents (if any)	