



Kates Hill

COMMUNITY PRIMARY SCHOOL



Visitors Policy

Draft document to SLT:	
Document to staff:	
Draft document to governors:	
Policy adopted by	K Harvey
Policy In Place	October 2018
Review Date 1:	February 2021
Review Date 2:	
Review Date 3:	

Kates Hill Primary School is responsible for the health, safety and security of visitors while on site.

Everyone visiting Kates Hill Primary School:

ALL visitors without exception must sign in or be booked in by the Office Staff at Reception to facilitate roll call in an emergency and must wear an identification badge at all times. When signing out, visitors will be asked to return their identification badge.

All visitors to Kates Hill Primary School will be given the appropriate fire/emergency instructions when they arrive on site, under arrangements determined by the school and in line with the Fire Safety Policy.

In the event of out of hours meeting, the person organising and in control of the meeting or other activity involving a visitor will be responsible for the visitor(s) until they have left site, and for ensuring that the schools security arrangements are in place. The organiser must establish, and communicate to visitors which emergency exits are unlocked.

The meeting organised must inform the Headteacher and Site Manager/appropriate member of staff of all meetings and ensure the correct security arrangements and notifications are in place.

Out of normal school hours, workmen/contractors/maintenance staff/ and delivery personnel will be allowed free access to areas of the school deemed appropriate to their visit, subject to providing ID and DBS clearances.

During school hours (defined as any time children are on site) all visitors will be accompanied at all times unless an enhanced DBS check has been undertaken and cleared and ID provided. Special conditions apply for social visits see appendix 1.

Any visitors regardless of status who refuses to provide an up to date enhanced DBS check and ID will not be permitted, under any circumstances, to be left unaccompanied on the school premises, at any time. In such circumstances it is left to the discretion of a member of the Senior Leadership Team to whether any visitor will be permitted to remain on site if they are accompanied at all times.

Staff Visitors **this section is current at the time of printing (October 2018) but under review by the LLMAT Estates Team

Members of staff who are on supply or who are in school at all times when they are not expected to be should use the VisitED sign in system using the ID badge issued by office staff after completing the ID and DBS clearance checks.

Events:

Please refer to the special events risk assessments which vary these instructions.

Parent Visitors:

All parent visitors to Kates Hill Primary School must sign in and out at the School Office in the 'Parent Signing in Book.' Parents will need to wear a visitors sticker at all times while on the school premises.

Appendix 1. Guidelines for social visits to Kates Hill Primary School.

There are occasions when staff at Kates Hill Primary School receive visits from friends and family and from members of staff who have left the establishment.

On occasions when there is no school business or educational purpose to the visit we refer to the visit as a social visit.

Kates Hill Primary School acknowledges the importance of maintaining good relationships with friends and family of staff and with people who have worked in the school in the past. Kates Hill Primary School has an important part to play in the local community and wishes to remain open and friendly. Social visits are welcome.

It is important, however, that social visits do not compromise safeguarding, confidentiality or the day to day operation of the school business and education of pupils.

For social visits these guidelines should be followed:

- 1. Social visits should be pre-arranged, approved by senior staff and noted in the diary so that they do not disturb the day to day business of school or the education of pupils.**
- 2. ALL visitors should sign in and wear a visitor's' badge or sticker. All visitors should sign out.**
- 3. Visits should not take place in the School Office or any place where they may be access to confidential information. Visitors are welcome to use the staff room for their visit.**

This appendix issued by Headteacher and agreed by Governors of Kates Hill Primary School, February 2021.

Monitoring and Review

The Headteacher will monitor the implementation of this policy and will report to the Trust and the Governing Body.

The Trust and Governing Body will review the policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout school.

Signed: _____ Dated: _____

Mrs Kathryn Harvey - Headteacher