

# Cassop Primary School & Nursery



## School Visitor Policy

Approved by: Finance Committee

Date: 24 January 2023

Next review due by: 24 January 2024

## **Introduction**

Cassop Primary School ensures all visitors receive a warm and professional welcome alongside maintaining the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the safeguarding of all pupils and it is the responsibility of the Senior Leadership Team to ensure that this duty is uncompromised at all times. In performing this duty, Senior Leadership Team recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors comply with the following protocol and procedures in order to maintain the safety and security for all concerned. Failure to follow this process may result in any visitor being escorted from the school.

## **Objectives**

The key objectives is to have in place a clear protocol and procedure for the admittance of external visitors to the school. This procedure needs to be understood by all staff, volunteers, visitors and parents/carers.

This protocol applies to (this list is not exhaustive):-

- All teaching and non-teaching staff employed by the school
- Agency staff procured by the school
- All external visitors entering the school site during the school day or for after school activities
- School Governors
- Parents/Carers
- Volunteers
- Children
- Local Authority staff
- Building and Maintenance Contractors

## **Protocol and Procedure**

### **Visitors Invited to the School**

All visitors invited to school should be notified by staff to the school office within reasonable notice before the planned visit. Arrangements should be made by the responsible member of staff for collecting the visitor from the reception area (Main Entrance). During the visit the member of staff is responsible for the visitor. Visitors should be prepared to produce photographic confirmation of identification if requested to do so.

Process to enter the school site:-

- All visitors must enter the school site through the door at the rear of the building to the reception area (main entrance)
- The main door is accessed by pressing the intercom button on the left hand side and speaking to the school office.
- Once access is granted visitors will need to sign in using our SwipedOn system
- Visitors should be ready to produce formal identification
- Visitors are required to wear a lanyard which will be issued by the school office.
- All visitors must read and understand the Visitor Induction Sheet (Appendix 1) detailing information about emergency evacuation/lockdown procedures and Safeguarding procedures whilst on school premises.
- Visitors, if expected, will be met by the appropriate member of staff.

- Parents wishing to drop off items for children during the school day should press the intercom at the school gate followed by the main entrance intercom at the rear of the building and speak to the school office.

## Lanyards

Lanyard and Level of Pass	Category	Unsupervised access to school site	Notes
Blue Cassop and Photographic Pass	Staff	Yes	Only issued once all checks completed and evidenced
Green Visitor	School Governors, Peripatetic Staff, Volunteers, Agency Staff, Approved External Activity Providers	Yes	Only issued once all checks are completed and evidenced
Black Visitor	Local Authority Staff, Parents, Contractors	No	

On departing, visitors leave via main entrance and:

- Sign out of SwipedOn System.
- Return the lanyard to the school office.

## Unknown/Uninvited Visitors to the School

Any visitor on the school site who is not wearing a lanyard should be challenged politely to enquire who they are and ascertain the purpose of their business on the school site. They should then be escorted to the school office to complete the visitors' sign in process. The above procedures then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Senior Leadership Team notified

If an unknown/uninvited visitor becomes abusive or aggressive, the Senior Leadership Team will be notified and the visitor 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.

## School Governors

School Governors and volunteers are required to have an enhanced DBS and will then be issued with a green visitor lanyard.

Volunteers should collect and return their lanyards to the school office.

## Linked Policies

This protocol should be read in conjunction with other related school policies. Visitors should be made aware of these protocols before their visit.

## Appendix 1

# Cassop Primary School & Nursery



## Visitor Induction Sheet

Welcome to Cassop Primary School. We hope that you find this induction sheet useful, should you have any further questions please do not hesitate to ask a member of staff.

By signing this induction sheet you are agreeing to abide by our school policies and procedures including those on Code of Conduct, Staff Dress Code, The Use of Mobile Phones, Confidentiality/GDPR, Child Protection/Safeguarding, and Health & Safety including Fire/Lockdown procedures. A copy of all our school policies can be found on our school website, we do encourage you to familiarise yourself with these.

**Arrival** - Please ensure that you sign in at reception and wear your visitor's badge at all times whilst on the school premises.

**Staff Toilets/Staff Room** – There are two toilets in school and also a disabled toilet in the main school area. Hot drinks are to be consumed in the staff room – No hot drinks are to be carried around school.

**Health and Safety** - A copy of our Health and Safety Policy can be found on our website, please familiarise yourself with its contents.

**Fire Evacuation/Lockdown Procedures** - The main alarm is a continuous tone. On hearing it you must evacuate the building by the nearest and safest exit and report to the assembly point on the Key Stage 2 playground. Do not re-enter the building until you are told you may do so. Do not try to go to your car and leave the premises as this may hamper the access of the emergency services. Do not stop to collect personal belongings. In the event of a school Lockdown, visitors will be alerted by a recognisable megaphone sound. Please take cover inside the building unless asked to exit.

**First Aid** – Please alert the nearest member of staff or school office should you require first aid assistance.

**Dress Code** - Staff should ensure they are dressed decently, safely and appropriately for the tasks they are undertaking.

**Smoking** - It is the policy of the school that there is a complete ban on smoking in all areas including the car park and areas at the front and rear of the building. This includes the use of e-cigarettes and vaping.

**Mobile Phones** - Staff are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time and in designated areas of the school, (such as the staff room). Mobile phones must be locked away if working with under children under 5.

**Confidentiality/GDPR** - should be maintained at all times.

**Safeguarding** - Our children's safety is paramount. Should you have a concern about a child or learn of any information that relates to a welfare or child protection issue then this must be reported to:

**Ms Hewison (Designated Safeguarding Lead) or Mrs Jackson (Deputy Safeguarding Lead).**

Thank you for taking the time to read this induction information.

**Signed:** .....

**Full Name:** .....

**Date of Signature:** .....