



**St Hardulph's C of E Primary School**

# **Visitors Policy and Code of Conduct 2022-2025**

This policy is reviewed every three years and was agreed by the Governing Body of St Hardulph's Primary School in March 2022 **and will be reviewed again in March 2025.**

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

***Non-Statutory Policy***

## Statement of intent

This policy is designed to outline St Hardulph's C of E 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.

## 1. Authorisation

- 1.1. 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 **01332 862572**.
- 1.2. 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.
- 1.3. The school office will be contacted about a proposed visitation at least **one week** 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.
- 1.4. 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.
- 1.5. 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 office staff or member of the senior leadership team**.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## 2. Visiting procedures

- 2.1. All visitors to the school, including parents, will comply with the following procedure:
  - Immediately report to the school office reception area on arrival
  - Provide their details to the office staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit
  - Sign-in using the visitors' book and confirm that the health and safety / safeguarding / emergency procedures have been read and understood
  - Display ID badges provided at all times while on school property

- Sign-out using the visitors' book upon departure
  - Return visitor badges to the school office before departure
- 2.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.
  - 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
  - 2.4. Prior to the visit, all visitors are made aware of any specific parking arrangements, which the school has in place.
  - 2.5. 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.

### **3. Exceptions**

- 3.1. Visits to the school by contractors follow the same principles as set out above but also include compliance with other policy and procedures such as site maintenance and Asbestos for example. Some visits may also take place with a shorter notice period of attendance.
- 3.2. 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.
- 3.3. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the school field, school hall, etc.).

### **4. Unidentified individuals**

- 4.1. 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 name badge.
- 4.2. Any such visitors will be challenged and taken to the school office where they can sign-in or a member of SLT will be alerted to their presence.
- 4.3. 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.

### **5. Visitor conduct**

- 5.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct set out below and other relevant school policies at all times.
- 5.2. St Hardulph's C of E 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.
- 5.3. 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.
- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, the governors of St Hardulph's C of E Primary School may ban an individual from entering the school premises for the safety and welfare of the children and staff.

### **6. Monitoring and review**

- 6.1. This policy will be monitored and reviewed on an three yearly basis by the headteacher and governing body.
- 6.2. Amendments to the policy will be communicated to all members of the school community.

## **St Hardulph's C of E Primary School** **Visitor Code of Conduct / Expectations whilst on Site**



As a visitor to the school you may attract a great deal of attention and may be seen as a role model by the children. Please be aware that anyone working with children and young people should value and respect the different racial origins, religions, cultures and languages so that each young person is valued as an individual without racial or gender stereotyping. You should not promote your own political and/or religious beliefs and ask that you consider carefully your behaviour and language whilst working with school children. At all times you will be expected to adhere to the principles of equality and anti-discriminatory behaviour.

### **Child Protection and Disclosure Checks**

In April 2002, the government introduced a new form of checking the records of anyone applying to work in certain industries where they may come into contact with young or vulnerable people. The Disclosure and Barring Service (DBS) was established to process these checks, often referred to as disclosure.

Therefore, since April 2002, it has been a requirement that anyone who is employed or engaged in any way to work with children, young people or vulnerable adults must have undergone the highest-level disclosure – enhanced. To get enhanced disclosure, your disclosure must be sought by a registered body – usually the one employing your services (paid or voluntary).

Volunteers are also required to complete a Childcare Disqualification Form.

### **Photographic Images and Social Networking**

Please be aware that permission must be sought from teachers before any photographs are taken. Some children should not be photographed due to child protection issues. Images must not be reproduced or made available publicly without permission. In any event, photographing children must be checked with the teacher/school first and **not in any circumstances should you use your own mobile technology to take the image/video.**

Social networking sites should be used with extreme caution. Any information gained from your visit to school should remain confidential and not broadcast on the internet. Similarly, any information posted that should bring the school into disrepute will result in the withdrawal of your services to the school.

On sites such as Facebook, it is not advisable to be 'friends' with pupils of the school. Being 'friends' with members of staff should also be considered carefully, and avoided if possible.

## School Rules

Our school has a set of rules that the staff and pupils follow. Please ask the staff to make sure that you are made aware of these rules so that you can be fully informed whilst working in school.

- All visitors must sign in and out of the premises
- Wear a visitor's badge
- Read (tick to confirm in the visitors book) and follow the Health and Safety / Safeguarding / Emergency procedures whilst visiting the school site
- Follow guidelines on moving around the school
- Smoking is not permitted on school premises
- Eat and drink in designated areas at set times
- Report accidents and/or breakages
- All hot drinks to be kept away from children and not taken onto the playground
- All cups/plates returned to the staffroom
- Personal mobile phones should be turned off/on silent and kept out of sight (in bags etc) at all times. If you do need to accept a personal telephone call, please move to a suitable office space away from children.

We strongly advise that you do not have physical contact with any child unless this is overseen by a teacher or for health and safety reasons. You may find that some children are drawn to you because you are a visitor or because they enjoy attention. If you are visiting as a Parent Helper, volunteer or student, please be aware that you are at school in a 'semi-professional capacity' and that over familiarity with children is not appropriate. Please discourage children from sitting on your lap, holding your hand, cuddling you etc. by offering them alternatives such as sitting next to you, being a special helper etc. If you feel in any way uncomfortable about the behaviour of a young person, please discuss this with the teachers and staff present.

It is possible that during your work with young people you may find yourself being confided in by a troubled young person. The general response to this situation should be to inform the young person that you are not able to keep a confidence where it relates to anything, which may endanger them, or others or which relates to the wellbeing of that young person. **If any child discloses information to you, you should report this immediately to the Designated Safeguarding Lead. At this school, this is Mrs Sam Heselton, or one of the deputy designated safeguarding leads Mrs Kelly Ellis, Miss Sarah Tyrer or Mrs Janet Russell.**

In most circumstances it would be inappropriate for you to develop a personal relationship with any of the children you encounter during your work in school.

## Practical issues

When working in school or off-site you should not at any time be left alone with a child or group of children unless in an open area. It is reasonable for you to expect a teacher and support staff to be actively available at all times during your visit with the children.

## **Outside Agencies and Theatre Groups**

If it is necessary for you to drive onto school premises and/or unload resources, please do so with great care. Always park in designated areas (never obstruct fire exits) and keep your vehicle locked at all times.

Outside agencies and theatre groups should always carry out a health and safety check (and risk assessment if appropriate) of the intended area/performance space and present possible hazards to the Headteacher.

Whilst preparing your work area please ensure that there are no children present.

Where you have highlighted the need to store materials or work in progress we recommend that you make sure all staff including non-teaching staff are aware of this and that they have made appropriate arrangements (if necessary).

We would not recommend that you allow children to help in your preparation work. However, if children are to be supervised by a teacher and there is no foreseeable risk it may be acceptable for them to assist in clearing up/moving materials etc.

- Staff and visitors in schools should only use staff toilets and changing areas.
- If you are using prescribed medication you should be aware of any possible side-effects it may have on you and if appropriate re-schedule your visit. Any prescribed medication should be locked away and out of reach of the children.
- Whilst working in school or off-site with a group of children it would be unacceptable for you to be affected by alcohol or illicit drugs. Do not consume alcohol or illicit drugs on school premises or carry them with you on-site whilst working with children.

