



## **VISITOR POLICY**

**May 2017**

**Signed:**

**Headteacher: Alison Gibson**

**Signed:**

**On behalf of the Governing Body**

**Proposed Review Date: May 2018**

## **Introduction**

This document is intended to give informative and friendly advice to all those who enter and use Farington Moss St. Paul's School. The protocol is also intended to ensure that everyone knows the procedures, pupil's safety is guaranteed and that learning is not disrupted but enhanced by visitors.

## **General Overview**

All visitors must report to the reception, give their names, company and purpose of visit. From there they will be directed to the Visitors book to fill in their details, their car registration numbers and the purpose of their visit. Here they will be able to read the fire regulations. Work contractors will be asked to read the Asbestos report and sign the asbestos record sheet.

All visitors will be issued with a visitor badge, to be worn at all times except in attendance at Worship, celebration assembly, sports day and other school events as specified by the Head Teacher. Parents, carers and family members will be supervised by staff at all times.

All visitors must enter and leave school by the Main reception area.

Visitors to classes for specific purposes of contribution to lessons are encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher prior to finalising arrangements.

## **Visitors badge agreement**

Upon receipt of a visitors badge they will need to fill in the details

- Sign in
- Read the fire regulations
- Agreed to abide by the rules of the school governing access and egress
- State the purpose of their visit and with whom they are meeting (if this is applicable)
- Write down the registration of their vehicle in the visitors book

## **Returning the badge and signing out**

Visitor badges should be returned to reception once the visitor leaves. When visitors return their badges they should be asked if they have 'Signed Out'.

## **Visitors without badges (known as well as unknown)**

Any visitor not wearing a badge will be questioned by staff. Staff not questioning unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

**If you see a visitor who is known to you but is not wearing a badge it is your duty to politely and calmly remind them of our protocol and request that they return to the office to obtain a badge.**

Occasional visitors should not be given the door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Workmen coming onto site should be asked about their requirements for door access etc. – if constant access is needed they will have to come to an agreement with the Head Teacher.

### **Parents as visitors**

All parents must follow the visitor's procedure and obtain visitors badges at all times. This will also be the case even if they have pre – arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be questioned by Farington Moss St. Paul's personnel if they are not wearing badges (as part of our responsibility and duty of care to the pupil's).

### **Parents visiting or bringing pupils into school after appointments etc.**

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to sign their in child at reception and wait for the door to be opened by a member of staff. They must not leave their child without seeing the secretary or someone in authority and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

### **Polite Note**

Parents must always follow the signing in procedures. Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff they can do so by making an appointment them. Staff are happy to meet parents and carers before or after school. Discussion can not take place in class in front of pupils or during lesson time.

### **Volunteers**

All volunteers must have the relevant DBS security checks, before commencing work in school and this will be managed by the Head Teacher. A Single Central register is kept by the Head teacher on the Office computer.

### **Important to note**

Regular LEA visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists, Social Workers, Complex Special Needs Team, Family support workers etc. should be wearing the standard Lancashire visitor's identification badge which states their details and is worn on a lanyard around the neck. They should still enter their details in the Visitors book and be compliant with our regulations.

### **After school hours**

Farington Moss St. Paul's CE School has frequent visitors after the official school day i.e. 3.20pm. Workmen will generally ask for the assistance of the caretaker and it is the responsibility of the member of staff or caretaker to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after schools clubs and extended schools projects.

Therefore it is important that **ALL** staff are knowledgeable about the Visitors policies and where badges are kept, questions to ask etc.

### **Breakfast club**

Children attending Breakfast club will enter school by the Main entrance and ring the designated bell and wait for a member of staff to receive their child.

### **After School Club**

Parents/ carers will ring the designated bell and wait for a member of staff to open the door. They will wait in the entrance area to collect their child and sign them out.