

Jump Primary School



Visitors to School Policy

Approved at the Governing Body meeting 20th June, 2018

Signed.....*[Signature]*..... Chair of Governors

Policy for visitors to school

February 2018

Introduction

Visitors are welcome at Jump Primary School. Indeed they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

Aim

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school. We aim to safeguard all children under this school's responsibility both during school hours and out of school hours activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors, children and parents to ensure the following objectives are achieved:

1. To prevent unauthorised persons from entering school.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The 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, and topic related visitors)
- All governors of the school
- All parents

- If an unknown/uninvited visitor becomes abusive or aggressive, 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 Parent helpers/Volunteers

- All governors and Parent helpers/Volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via the School office.
- The School must check all governors and Parent helpers/Volunteers DBS certification is in date at the beginning of the academic school year. Governors and Parent helpers/Volunteers should also sign in and out using the signing in system.
- New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher. New Parent helpers/Volunteers will be asked to comply with this policy by the member of staff they first report to when coming into school for an activity or class supporting role.

Parent helpers/Volunteers also have a policy to adhere to (see Volunteer Policy).

Staff Development

As part of their Induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

- Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Fire Safety Policy
- Volunteer Policy

Signed:

Last Review Date: February 2018

Next Review Date: February 2021 (Unless required before i.e. changes to premises)