



IMMACULATE HEART OF MARY CATHOLIC PRIMARY SCHOOL

VISITORS TO SCHOOL POLICY

ISSUE DATE: SEPTEMBER 2018

REVIEW DATE : SEPTEMBER 2019

ELECTRONIC SIGNATURE

A. M. Phillips

HEADTEACHER

ELECTRONIC SIGNATURE

CHAIR OF GOVERNORS

Introduction

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.

Objectives

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.

Strategies

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
2. All visitors will report to the school reception desk where they will be welcomed and asked for their details, for the name of the person they need to see.
3. Office Staff will ask for id if relevant.
4. Visitors must sign-in on the visitor list and sign out as they leave.
5. In the case of visitors attended an Extended Services event, they will be required to sign in at the Community Room and will not have access to other parts of the school during the normal school day.
6. Each visitor will be given an identification that must be worn visibly at all times.
7. Visitors' identification badges must be collected in by the office staff before the visitor leaves.
8. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
9. Visitors will be accompanied, or supervised, during the whole of their time in school.
10. The site manager will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity if they are not already known to him. He will alert senior staff of their presence.
11. The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
12. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
13. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. The school office staff will activate the internal alarm system to indicate to other members of staff that assistance is required. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary the police should be summoned to remove them.

Outcomes

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.