



Lickey Hills Primary School and Nursery

School Visitors Policy and Procedure 2023 - 2024

POLICY

The Governing Body assures all visitors a warm, friendly and professional welcome to Lickey Hills Primary School and Nursery, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Safeguarding Staff to ensure that this duty is uncompromised at all times.

In performing this duty, The Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in visitor's being escorted from the school site.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objective

To have in place a procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

PROCEDURE

Visitors to the School

All visitors to the School may be asked to bring formal identification (DBS and Photographic ID) with them at the time of their visit (unless they are on the single central register list as set out below). They must follow the procedure below:-

- Reception should be advised of any visitors that will be attending the School prior to their arrival and if the visitor will be supervised or doing regulated activity to enable DBS documentation to be checked on arrival.
- Once on site, all visitors must report to Reception. No visitor is permitted to enter the School via any other entrance under any circumstances.
- At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (DBS and photographic ID) upon request.
- If the visitor arrives on site without a prior appointment they must be referred to the School Business Manager.
- All visitors will be asked to sign in on the inventory screen located in the foyer.
- Reception staff to notify visitors of the evacuation point in the event of a fire whilst on the premises.
- All visitors will be required to wear an identification badge - the badge must remain visible throughout the visit.
- Red lanyards will be issued to Visitors that need to be accompanied whilst on-site.
- Green lanyards will be issued to Visitors who are registered on the single central register.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to Reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the single central register.

Contractors

- All Contractors will be asked to sign in on the inventory screen located in the foyer.
- Reception staff to notify Contractors of the evacuation point in the event of a fire whilst on the premises.
- Reception staff **MUST** contact site team to collect from reception (contractor must always be accompanied by a member of the site team to place of work)
- Contractor should not work alone on site – site team to supervise.
- Contractor can only be unaccompanied on-site if they are listed on the single central register.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Sign out on the inventory screen located in the foyer.
- Return the identification badge to reception
- A member of staff should escort the visitor to Reception.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their Business on the School site.

They should then be escorted to reception to sign the Inventory system and to be issued with an identity badge.

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 requested.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School Safeguarding Administrator.

The School must check all governor and parent helpers DBS certification is current

New Governors will be made aware of procedure as part of their Induction.

New Volunteers will be asked to comply with this procedure by staff they first report to when coming into School for an activity or class supporting role.

As part of their induction, new staff will be made aware of this procedure for external visitors and asked to ensure compliance with its procedures at all times.

Linked policies

This policy and procedure should be read in conjunction with other related School policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy
- Safer Recruitment Policy

Policy Review

The policy will be reviewed in October 2024