

**Visitors in School Policy**

**2023**

|  |  |
| --- | --- |
| **Chair of Governors** | Stephen Longley  |
| **Head Teacher** | Faik Kordemir |

|  |
| --- |
|  |
| **Review Date** | November 2026 |

|  |  |
| --- | --- |
| **Approved by:** | **Date:** |
| **Last reviewed on:** |
| **Next review due by:** | [Date] |

**Aim**

To ensure the safety of pupils, staff and other adults and young people on the premises.

All visitors to school are required to present to the School Office. The school office staff, as admitting adults, will take responsibility for requesting formal identification and purpose of visit, before signing in electronically and being issued with a visitor photo ID pass with the right colour lanyard and Visitor leaflet.

Green lanyard: visitors/ volunteers with DBS check.

Red Lanyard: visitors with no DBS checks

The school office staff, as admitting adults, will take responsibility for the visitors when they are on duty. The Head Teacher will designate a member of staff to act as admitting adult at times when school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors.

Any member of staff admitting a parent in to a classroom for morning activities is personally responsible for ensuring that the parents remain in the classroom and leave the school through the same door by 9 am. After 9 am any parents who are still on school premises are required to sign in as detailed above.

* Visitors must wear Holden Clough printed photo ID passes at all times whilst on school premises. Please report to the office immediately if you misplace your pass at any time during your visit
* Staff should inform the office of expected visitors so that they can be recorded in the diary
* Contractors need to be signed in before being introduced to the caretaker who will provide relevant access to the site as is required (see contractors on premises policy)
* Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed, including checking asbestos register as required.
* Any visitor should not be left with pupils unaccompanied by a member of staff (a parent talking to their own child is acceptable). This is to comply with child protection issues
* If any visitor is to be regularly working with pupils in school then they will be required to obtain DBS check and details recorded on single central record system
* Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked their business
* All visitors must sign out via the School Office using the barcode on their visitor ID pass.

On the occasion of the unexpected visitor, the first point of contact should be with the Head Teacher / Deputy Head teacher/ Assistant Headteacher or senior member of staff who will involve other staff and pupils as appropriate.

Staff are reminded to ensure that visitors and callers to the school feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect.

Office staff will check the electronic signing in system to ensure all visitors have exited the premises at the end of the day.

The after school club will maintain the same procedures for monitoring any visitors. In addition, there will be a registration document completed by parents / carers with their details that will state who collects the child/ren.

**Exceptions to requirements**

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, parents evening, scheduled class assembly, team or group from another school, or other adult participants in organised and school approved activities during off- school hours are exempt from requirements above.

All visitors must be made aware of emergency procedures by the member of staff supervising their visit, details of which can be found in the Visitor Handout.

November 2021

Review Date : Nov 2024