



This policy has been developed to ensure that the school community is aware of the conditions and procedures regarding visitors to Greenleas Primary School.

- The school, as part of the wider community, seeks to provide a friendly, welcoming learning environment which values and actively promotes and encourages visitors to our school.
- At the same time we recognise our duty of care to ensure a safe environment for our children and staff.
- We also recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

IMPLEMENTATION

Whilst we welcome visitors, the safety of our children, staff and resources remain our highest priorities.

For visitors who visit school on a regular basis (see volunteer policy) a risk assessment will be carried out and a DBS check to be undertaken before the individual starts at the school.

Wherever possible, appointments/visitors should be booked well in advance and added to the Google Calendar. Office staff should be aware of expected visitors.

All visitors will be required to report to the School Office prior to undertaking any activity within the school, where they will be required to sign in via InVentry to show they have read and understood the Visitor Information sheet and will be assigned a badge which they must wear at all times within the school. Similarly, visitors will be required to report to the School Office at the end of their visit to return their badge and to 'sign out' in the Visitors book.

Visitors are defined as:-

- ALL people other than staff members, children and parents / guardians involved in the task of delivering or collecting children at the start or end of the school day.

Visitors include but are not limited to:

- Regular volunteer parents / guardians assisting and participating in regular classroom activities.
- Governors
- Contractors
- Specialist staff e.g. school Nurse, EP, S&L, SW etc..
- Supply staff
- Music teachers
- Visiting drama/music groups
- After school club teachers
- Students
- Ofsted Inspectors

Visitors and volunteers are expected:

- To be outstanding role models for all stakeholders
- To work under the professional direction of school staff, following school policies
- To speak in a kind and friendly way to all stakeholders
- To maintain confidentiality
- To report any issues of concern to teachers (and not directly intervene)
- To keep a safe and professional distance from all children

Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school. The Asbestos Register should also be signed.

The Head reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school boundaries outside school operating hours.

The school's procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Band Leaders will appropriately screen visiting speakers to ensure that each proposed visitation:

- Clearly serves an educational purpose and is consistent with curriculum objectives
- Is appropriate for children or young people in the relevant age group.

EXEMPTIONS FROM VISITOR PROCEDURES

Visitors attending large scale activities and special functions at the school e.g. Parents Evening, performances, New Parents Open Day, will be exempt from signing in and out at the general office.

SAFEGUARDING CONCERNS

Any concerns of a child protection or safeguarding nature must be reported to the Headteacher - Sharon Edwards. In her absence report your concerns to Jen Higgerson- Assistant Head

BUILDING EVACUATION

All visitors must follow the evacuation plans along with the class or member of staff they are with and gather at the muster point where there will be a roll call. The muster point is on the playground.

FUTURE COVID UPDATES

In line with information published by Public Health England our visitor policy and procedures will be updated to reflect latest guidance on the reducing the spread of Covid-19.

Taking this into account, we would then limit access to the site to essential visitors only. This would encompass contractors who provide statutory and planned maintenance for the safe running of the school and professionals supporting pupils or staff with *essential health needs*