



Pinfold Primary

Visitors Policy 2023

Head: Claire Gagigo

Chair of Governors: Sue Kenny



We believe children have an unlimited capacity for learning and personal success: our challenging and inspiring curriculum will create independent, critical thinkers, confident, responsible and caring, high reaching learners who have the skills and knowledge to be able to keep themselves and others safe and happy and to make our world a better place.

School Visitors Policy and Procedures Policy Statement

Pinfold's governors, children and staff assures all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and well-being 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 leadership team 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 therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Head teacher is the member of staff responsible for implementation, co-ordination and review of this policy. The day to day operation of this policy often falls to the school bursar, however all staff have a duty within this policy to ensure that it is adhered to.

Aim

To safeguard all students under the school's responsibility during school hours, and whilst engaged in curriculum and out of school 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 and parents and conforms to child protection and safeguarding guidelines. Where and to whom the policy applies the school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised and supervised off- site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Peripatetic teachers, sports coaches etc.)
- All Governors of the school
- All members of the Pinfold team



- All parents and volunteers
- All pupils
- Other Education related personnel e.g. Education psychologist, LA support officers
- Other Health Related support e.g. school nurse, OT, Physio, SALT
- Building and Maintenance personnel and all other independent contractors

visiting the school site

- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visiting Speakers

If a speaker or presenter is unknown to the school, prior to the visit, an internet search will be carried out under the Prevent duty to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk.

Visitors to the School

No one must step over our gate. Please ring the bell. Press 1 and the bell image, stand a bit back so we can see your face, we will speak and then release the gate for you to come to the main entrance.

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below:

- Once on site, all visitors must report to reception first. 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 on request.
- All visitors will be asked to sign in our visitor's book
 - Non regular visitors with Enhanced DBS checks will show their DBS and the number recorded in the signing in book
 - Visitors will be asked to wear the lanyard whilst in school
 - All visitors will be told about not using their phones and some be made aware of the DSL.
 - Mobile phones must be left in the basket on the shelf in the office.
 - Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive their visitor. The contact will be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are on the contractors list kept by the school.

Approved List

The School will hold an approved list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff.) To qualify for this list, the visitor



must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and with regular visitors a copy has been registered on the School's Central Record.

West Lancs Sports Partnership coaches are on this list.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in).

A copy of the contractors list will be kept in the front of the Visitors sign in book.

Departing from the school

On departing the school, visitors must leave via reception and:

- Sign out, returning the lanyard

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. If the challenge results in a plausible explanation the visitor should then be escorted to reception to sign in and be issued with a lanyard. The procedures under "Visitors to the School" will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

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 and we may enter lockdown procedure.

Governors and Volunteers

All governors and regular volunteers must complete an online DBS check. The school will ensure that all governors and volunteers will have a current DBS certificate and a copy of its number is noted in the school Single Central Record. Governors and Volunteers will follow the same procedure as other visitors to the school.

New governors will be made aware of this policy and be made familiar with its procedures as part of their induction programme. This is the responsibility of the clerk to the Governing Body, the Head teacher and the Chair of Governors. New volunteers will be asked to comply with this policy by the member of staff that they first report to when coming into school for an activity.

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.

This policy will be kept in the Visitors Signing in book. By signing in to school you are agreeing that you have read, understood and agree to comply with this policy.