St. Anne Line Catholic Junior School



Visitors in School Policy

Reviewed : November 2024

ST. ANNE LINE CATHOLIC JUNIOR SCHOOL

Visitors in School Policy

Wickhay,
Basildon
Essex.
SS15 5AF

Date of Policy:	November 2024
Date last review adopted by Governing Body:	January 2021
Date of next review:	November 2027

With Jesus, through the St Anne Line Way,
We Love, We Learn, We Share, We Pray.

Together, we grow Our School each day

School Visitors Policy and Procedures Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to St Anne Line Catholic Junior School, 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 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 therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitors escorted departure from the school site.

Aim

To safeguard all pupils and staff during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at St Anne Line Catholic Junior School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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 tutors, sports coaches, and topic related visitors e.g. authors, journalists) .
- All governors of the school.
- All parents and volunteers.
- All pupils.
- Other Education related personnel (County Advisors, Inspectors) .
- Building & Maintenance and all other Independent contractors visiting the school premises.

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors must enter via the front reception by pressing the call button to gain access to site, explaining who they are and the purpose of their visit.
- 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 upon request.
- All visitors will be asked to sign in using the school's digital sign in system.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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 Approved Visitor List

Approved Visitor List

The School will hold an approved visitor 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 a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) **AND**
- They have authorisation of the Headteacher to travel around the school site unaided.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises e.g enter via reception and sign in.

Visitors Departure from School

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

- A member of staff should escort the visitor to front reception area ensuring the visitor does not re-enter the school site, potentially breaching security.
- Sign out using the school's digital system.

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 in using the school's digital system and be issued with an identity badge.
- The procedures under "Visitors to the School" above will then apply In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy head(or Senior Leader if neither is available) should be informed promptly.
- The Headteacher and Deputy head or Senior Leader 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.

Governors and Volunteers

- All governors and volunteers must comply with the Disclosure and Barring Service.
- New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.
- New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

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.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Child protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Staff Conduct Policy

Saint Anne Line Catholic Junior School is a level one Rights' Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

- **Standard A: Rights-respecting values underpin leadership and management**
  The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.

- **Standard B: The whole school community learns about the CRC**
  The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.

- **Standard C: The school has a rights-respecting ethos**
  Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.

- **Standard D: Children are empowered to become active citizens and learners**
  Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.