



VISITORS POLICY

Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure Forest Park School children 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 guidelines as set by the DfES (see www.teachernet.gov.uk): *preventing unsuitable people from working with children and young persons in the education service.*

As an employer and occupier of premises, we have a duty of care towards all visitors (see Guidance), including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching 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 (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

It is our policy to:

- Ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff.
- Ensure visitors are aware of our rules and procedures.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.
- Record all injuries to visitors in the Accident Book and carry out a thorough investigation (see the accident /Investigation Report Form). If the injury is of a serious nature or fatal, we will make contact with Croner Consulting, our health and safety consultants, for further advice.
- Inform visitors of our smoking policy.

External Visitors to forest Park School

Staff are required to be familiar with the school's Child Protection Policy in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

Visitors Invited to the School

a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must enter the school via the front entrance
- The school secretary must be informed and deal with visitors directly
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
- All visitors will be asked to sign the Visitors Record Book which is kept in the reception area at all times
- All visitors will be required to wear an identification badge
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the front entrance and enter their departure time in the Visitors Record Book

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 visitors book and be issued with an identity badge. The procedures for invited visitors then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or Assistant Headteachers (or Site Manager should be informed promptly).
- The Headteacher / Assistant Headteachers (or Site Manager if neither is available) 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.

Dissemination

This policy is publicised to all in the school community through the School Website

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.