

Thackley Primary School

Visitor Policy

April 2018



Statement of Intent

This policy is designed to outline Thackley Primary School's policy regarding visitors to our school grounds. This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01274 414437.
- 1.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Head of School & Executive Head's authorisation.
- 1.4. Visitors who arrive at the school without a prior appointment may be permitted to meet with the Head of School & Executive Head /other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the senior leadership team.

2. Visiting Procedures

- 2.1. All visitors to the school, including parents, will comply with the following procedure:
 - Immediately report to the school reception area on arrival
 - Provide their details to the reception staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Sign-in using the Inventory System
 - Display ID badges provided at all times while on school property
 - Sign-out using the Inventory System upon departure
 - Return ID badges to the school office before departure
- 2.2. Visitors are made aware of relevant school information, including that in relation to health and safety, reporting a concern and emergency procedures.
- 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

- 2.4. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

3. Exceptions

- 3.1. Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 3.2. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

4. Unidentified Individuals

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed Visitors Badge.
- 4.2. Any such visitors will be supervised to the school office where they can sign-in.
- 4.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

5. Visitor Conduct

- 5.1. Thackley Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. In the event of persistent occurrence of unacceptable behaviour on the school site, Thackley Primary School has the right to request a banning order from the LA for the individual in question.

6. Monitoring and Review

- 6.1. This policy will be monitored and reviewed on an annual basis by the Head of School & Executive Head and Governing Body.

Signed by:

_____	Executive Headteacher	Date: _____
_____	Chair of Governors	Date: _____

Information for Visitors to the School

**Welcome to Thackley Primary School. We hope you enjoy your visit.
Please take the time to read this leaflet and keep it with you during your time at the school.**

Please note the following:

- **SIGNING IN** – All visitors must sign in and receive a photo ID badge from the School Office. Please make sure that your badge is visible at all times. If you have any access requirements, please inform the School Office when you sign in.
- **SIGNING OUT** – All visitors must ensure that they sign out at the end of their visit.
- **SAFEGUARDING & SECURITY** – Please close all doors securely behind you. Do not allow anyone into the building unless they have a staff ID badge or a visitor ID badge. If they do not have a badge, please direct them around the outside of the building so that they may report to the School Office to obtain a badge.
- Please be aware that you must not take photographs or film any pupils during your visit without explicit permission from a member of staff.

**Thackley Primary School is committed to keeping the pupils at the School safe and promoting their welfare.
We require all staff, volunteers and visitors to share in this commitment.**

**Please report any Safeguarding concerns to our Designated Safeguarding Leads directly.
Our Designated Safeguarding Lead is Miss P Stanworth
Deputy Safeguarding Lead is Miss H Walker:**



Miss Philippa Stanworth
Assistant Headteacher



Miss Heidi Walker
Learning Mentor

FIRE SAFETY

Please note – A fire alarm test takes place every Monday at 9.30am.

Fire Emergency

- If you discover a fire, please raise the alarm by breaking the glass of the nearest fire alarm call point. **Do not attempt to fight the fire.**
- In the event of the fire alarm sounding, please evacuate the building by the nearest fire exit and report to the playground for a roll call. Fire evacuation plans are displayed near the door to each main room.
- Please leave any personal belongings behind you and only return to the building once you are instructed to do so by the Fire Safety Officer. If you would require assistance in the event of an evacuation, please notify the School Office when signing in.

Personal Belongings

- You are responsible for your own personal belongings during your visit.

Medical Emergency

- If you fall ill during your visit, please advise a member of staff who will call for a First Aider to attend to you.
- If you sustain an injury on the School site, you will be required to provide information for a written report.

Health & Safety Information

- Please observe and comply with all signs and instructions relating to Health and Safety on the school site.
- Visitors are not permitted to use any machinery or tools belonging to Thackley Primary School
- All accidents, incidents, injuries and “near misses” must be reported to the member of staff who is escorting you during your visit.

Health & Safety is everyone’s responsibility. If you see a hazard during your visit, please report it immediately to the School Office for prompt attention.



Mr Trevor Patterson
Executive Headteacher



Mrs Annette Patterson
Head of School

The Governing Body, staff and pupils hope you have an enjoyable visit to Thackley Primary School.