



Burford Primary School
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'Respect, Aspire, Achieve'

VISITOR POLICY

1.0 Introduction

Visitors are welcome at Burford Primary School. However, it is the school's responsibility to ensure that the safeguarding and wellbeing of its pupils are not compromised.

2.0 Aims of this policy

The purpose of this policy and its associated procedures, therefore, is to contribute towards the safeguarding of all pupils both during and outside of school hours when visitors are on the school site. The ultimate aim is to ensure that all pupils learn and work in an environment where they are safe and free from harm.

3.0 Objectives of this policy

The key objective of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing pupils and young persons in the school setting.

We have responsibility for the safety and well-being of all of our pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- Governing Body
- 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 subject-related visitors eg authors)

- Volunteers, including parents/carers
- Pupils
- Other education personnel eg The Oxford Diocesan Schools Trust, inspectors and other professionals
- Contractors/Service Providers
- Users of the school site and buildings

4.0 Protocol and Procedures

4.1 Planned Visitors invited to the school

Before a visitor is invited to the school, the Head Teacher is informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Head Teacher before a visitor is asked to come into school and will be subject to a risk assessment including safeguarding checks and photo identification, as detailed in *Appendix A*.

4.2 Procedures to follow when planned visitors arrive at school

All visitors enter reception via the school building through the main door and must report to reception and follow these guidelines:

- All visitors must state the purpose of their visit, who has invited them and/or who they wish to see. They will be asked to produce formal identification
- Formal visitors are required to present formal identification which includes those representing the Oxford Diocesan Schools trust (ODST), businesses, contractors, outside agencies etc.
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times and contractors' log, as appropriate
- All visitors are required to wear an identification badge/visitor's badge which must remain visible throughout their visit
- All visitors are provided with information relating to emergency evacuations procedures and protocols
- All visitors, including contractors, will be informed of the school's child protection and safeguarding policy and made aware of who and how to report any concerns which they may experience
- Visitors are 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
- Pupils should never be left unsupervised with external visitors, regardless of safeguarding check outcomes
- If any agreement is made to allow non-school groups or organisations to use the premises, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in-keeping with the Tackling Extremism and Radicalisation Policy, the school will contact the police and terminate the contract.

On departing, visitors will:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the visitor's badge to reception.

4.3 Unknown/uninvited visitors to the school

Any visitor to the school site, entering reception through the main door, who is not wearing an identity badge, is challenged politely to enquire who they are and their business on the school site. They should then sign the visitors' book and be issued with a visitor's badge. The above procedures in 4.2 then apply.

In the event that the visitor refuses to comply with protocols, they will be asked to leave the site immediately; the School Business Manager/Head Teacher or Deputy Lead Safeguarding Leads will consider the situation and decide if it is necessary to inform the police by dialling 999.

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, dialling 999.

4.4 Governors and regular volunteers/parent helpers

New volunteers will be made aware of this policy and asked to comply when coming into school for an activity or class supporting role and will work under the close supervision of teaching staff whilst in school.

All governors and volunteers who visit on a regular basis, including parents must comply with the Disclosure and Barring Service, by completing a DBS disclosure, if not already held.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head Teacher and the Chair of Governors or Training Liaison Governor.

4.5 Staff Induction

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

5.0 Linked Policies

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

- Child Protection and Safeguarding Policy

- Confidentiality Policy
- Healthy and Safety Policy
- Tackling Extremism and Radicalisation Policy
- Keeping Children safe in education
- Working together to Safeguard Children

6.0 Monitoring an review of this policy

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

In addition, the Governing Body will review this Policy at least once every three years or earlier if incidents/changes in linked policies occur that suggest the need for review.

Signed: Zoe Khan, Chair of Governors

Signed: Jenny Dyer, Head Teacher

Dated: 19 November 2018

Review date: October 2019

Burford Primary School

External Visitors

Compulsory Checklist for ALL external visitors to School To be completed by staff responsible for the activity/event

Name of Visitor/organisation		Date of Visit	
Visitor/organisation contact details Address, email & telephone		Time of visit	
Purpose of visit List activity/event			
Where will the visitor be based?			
Please indicate how this visitor is known	<input type="checkbox"/> Personal knowledge <input type="checkbox"/> Recommended by another staff member <input type="checkbox"/> Established trainer/speaker, etc. <input type="checkbox"/> Recommended by another body like Bucks CC, or another School <input type="checkbox"/> New to school (<i>if so, see next question</i>) <input type="checkbox"/> Other. If other, please state below:		
If new, what has been your 'due diligence'	<input type="checkbox"/> Website checked <input type="checkbox"/> Discussed content of talk or presentation with visitor <input type="checkbox"/> Positive feedback from recommended sources		
Pupils are not to be left unsupervised with external visitors, regardless of safeguarding check outcomes. Please give details of how safeguarding will be ensured i.e. supervised/accompanied during the visit			
Visit organiser The person responsible for organising the visit must tell the Office via this form, that they are expecting someone and confirm who will greet the visitor. They must also tell the visitor that they must bring photo ID to School. It is essential that the organiser ensure that the visitor signs out and returns the lanyard			
Risk Assessment completed, if applicable	<i>Risk Assessment attached to this form Yes/No</i>		
Where will the visitor/s park?			
Permission letter sent to parents and with reply slip, if applicable	<i>Date letter sent parents:</i> <i>Reply slip included with letter Yes/No</i>		
Identification Visitor must be able to show photo I.D. to reception, either Company ID or Driving Licence	<i>Seen by School Office: Yes/No</i> <i>State ID Provided:</i> <i>Visitor badge issued Yes/No</i>		
DBS Visitor to show current DBS if having unaccompanied/unsupervised access to pupils. Certificate number to be taken and recorded by school staff.	<i>Certificate Seen by school Office Yes/No</i> <i>Details recorded (Certificate number) Yes/No</i>		