




VISITORS POLICY

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Signed	
Head Teacher :	Kirsty Hutchinson
Date	July 2017
Date for Next Review:	July 2018

Purpose & Aims

Harden Primary School welcomes visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum and we recognised the valuable contribution visitors make to children's learning and life experiences.

To whom the policy applies:

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site
- All governors of the school
- Parents and volunteers
- All pupils
- Other educational-related personnel
- Building & maintenance and all other independent contractors visiting the school premises

Information for Visitors

We hope that your visit will be enjoyable, informative and safe. Harden Primary School is committed to safeguarding and promoting the welfare of all our pupils, staff and visitors and we ask all visitors to our school to share this commitment by complying with the guidance contained in this policy and other policies, with particular reference to the school's Safeguarding Policy and Code of Conduct: Parents/Carers & Other Visitors to School. Copies of these policies are available on our website or from the school office.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Harden Primary School.

Information for visitors is clearly displayed in the school reception area. Please take the time to familiarise yourself the information.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

Once on site, all visitors must report to reception.

- As a visitor you will be asked to sign the Visitors InVentry electronic signing in system and will be required to wear an identification badge and colour-coded lanyard. This must be worn prominently so that staff and pupils can see you are a visitor. Visitors will be accompanied at all times and will not be allowed unsupervised access to pupils.
- Visitors will be asked to take a seat in the reception area until collected by a staff member.
- Dependent on circumstances, if you are working with pupils you will be asked to produce photo identification and a current clear enhanced DBS check.
- Visitors will be asked to refrain from using any mobile electronic devices whilst on site.
- Any visitor who is not displaying a visitor's lanyard/not recognised by staff will be approached calmly and politely and escorted to the school reception area to complete the signing in process or may be asked to leave the premises.
- Groups of visitors, ie parent events, will be asked to sign in using a group signing in sheet. The rest of this policy and procedure is still applicable.
- At the end of your visit, please return your lanyard and ID badge to the school reception and sign out via the InVentry system.
- The school office is responsible for taking the visitor register to the fire assembly point in the event of a fire or fire drill.

If you are regular visitor to the school, you will still need to sign in & out on each occasion.

School Gates

The school gates should be kept closed and locked at all times. The school gates will be open for access only during morning drop-off and afternoon collection times. The exception to this rule is the main school gate leading into the car park and side gate at the top of the disabled access which should be kept closed and secured with the sliding locks.

Please report any unlocked gates to a staff member immediately upon discovery.

Fire & Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms.
- If the fire alarm sounds you must leave the building by the nearest exit.
- Please make your way to the assembly point, located in the key stage 1 playground.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

First Aid

If you require first aid or feel unwell please report to the school reception.

Health & Safety

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974. Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

Some health and safety pointers:

- Visitors and staff must not carry hot drinks without lids
- Visitors and staff must not leave any medicines (e.g. in bags) unattended. A locker is available for visitor use. Please ask at the school office.
- Visitors should not undertake any activities of manual handling or working at heights without an appropriate risk assessment and/or CDM plan in place.

Mobile Phones & Electronic Devices

Mobile phones (or any other device with a camera) are not permitted around the school. These should be stored in the visitor's locker or left with the school office for security reasons.

Safeguarding guidance for visitors

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping pupils safe whilst working at, or visiting the school by observing the following guidelines:

- Do not initiate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.
- Do not give any information to pupils that would be considered personal or inappropriate (such as your mobile number or details of any social networking accounts).
- If you have any concerns that a pupil may be at a risk of harm, report it immediately to one of Harden Primary School's Designated Persons for Child Protection. This information is clearly displayed on the Safeguarding noticeboard in the staff room.

Concerns & Complaints Procedure

Visitors to the school should report any concerns in the first instance to the member of staff whom they are visiting or the school office. Any complaints should be reported to the Head Teacher. Please refer to the school's Complaints Policy for further information.

Smoking

Harden Primary School operates a no smoking policy. Please do not smoke on the school site. This also applies to electronic cigarettes.

Property

Harden Primary School does not accept any responsibility for any personal items in the car park or on the school premises.

Visitors to the school use the car park at their own risk and the school cannot be held responsible for any damage to vehicles.