

Abercorn Primary School



Visitors Policy

Review date: January 2024

Ratified:

School Visitors Policy and Procedures

1. Aim:

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The aim is to ensure that students at our school can learn, develop and enjoy all experiences, including extra-curricular activities, in an environment where they are safe from harm.

2. Policy statement:

Visitors are very welcome to Abercorn Primary School, however it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Board of Governors and the Principal to ensure that this duty is always implemented. In performing this duty, the Governors recognise 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 procedure.

3. Policy responsibility:

The Principal is the member of staff responsible for the implementation, coordination, dissemination, and review of this policy. All breaches of this policy must be reported to the Principal in the first instance.

4. 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 sites during the school day or for after school activities (including supply teachers/outreach support teachers/counsellors/peripatetic tutors /sports coaches and topic related visitors, all Governors of the school, all parents (including parent helpers) all pupils, other education related personnel e.g. EA staff, Inspectors, healthcare professionals, buildings and maintenance contractors.

5. Protocol and procedures:

5.1 Planned visitors to the school:

All visitors to the school may be asked to provide formal identification at the time of their visit. Where possible the school office staff should be informed of all prearranged visitors to the school. All visitors must report to the school office first and should not enter the school via any other entrance. At reception, 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 always kept by the school office), making note of their name, date and organisation and who they are visiting. All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information where relevant. Visitors will then

be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception area 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 main entrance of the school. If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5.2 Unknown/ unplanned visitors to the school:

Any visitor to the school site who is not wearing an identity badge/ visitor lanyard should be challenged politely to enquire who they are and their business at the school. They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with a Visitor lanyard. The procedures in 5.1 then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the principal (or the teacher-in-charge) should be informed promptly. The principal (or the teacher-in-charge) 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.

6. Governors and regular volunteers or parent helpers:

All Governors and regular parent helpers must comply with the Access NI Disclosure Service, by completing an Access NI disclosure (if not already held) if they are in regulated activity via the school office. All Governors and parent helpers should follow the procedures as stated in 5.1. New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors. New parent helpers will be asked to comply with this policy at their Induction meeting, before coming into the school for an activity or class supporting role. Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Principal must give permission before any such visit takes place. All regular parent helpers must be Access NI checked. All parents should follow the procedures as stated above 5.1.

7. Contractors/ Workmen Contractors should follow the procedures set out in 5.1

8. Staff development:

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to always ensure compliance with its procedures.

9. Linked policies:

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

Child Protection and Safeguarding Policy and Health and Safety Policy

Designated Teacher for CP: Mrs Gemma Harrison

Deputy Designated Teacher: Mr Peter McClelland

Building Supervisor: Mr Leslie Cassels

Staff responsible for visitor admittance: Mrs Aisling Hillis (Clerical Staff)

Date Agreed and Ratified:

Date of Review: September 2023