



Visitors Policy

Overview:

The safety of our children is paramount. This policy has been put in place to ensure that visitors to Pentland are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

Objectives:

1. To prevent unauthorised persons from entering the school.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked for their purpose of visit.
4. To monitor visitors carefully during their time in the school.
5. To be able to account for, and locate, visitors at all times.

Strategies:

1. All members of school staff wear Identification badges, which make them clearly distinguishable and identifiable from visitors.
2. External doors will be open only when staff are collecting children at the beginning of the day and at the end of the day. No access will be allowed into the school building except via the school office for anyone except children who are entering through their allocated classroom/hall door.
3. At all other times the external doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
4. All visitors must report to the reception office, where they will be welcomed and asked for their details and for the name of the person they need to see.
5. Visitors must enter their details on the electronic visitors sign-in system, have their photo taken and sign out on the same system as they leave.
6. Each visitor must wear their photo identification visitor badge; this must be worn visibly at all times.
7. Visitors' identification badges must be collected in by the office staff before the visitor leaves and visitors must sign out on the electronic system.
8. Any visitor that is to work directly in the school alongside children, must provide the office with identification that relates to their role and a current DBS (or evidence from their employer that this has been successfully cleared).
9. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to escort them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
10. Visitors will be accompanied when necessary in the school, or supervised, during the whole of their time in the school.
11. Parents who arrive throughout the day to collect a child, will be asked to wait in reception, whilst a member of staff collects their child from the classroom.
12. The caretaker, school business manager or identified member of the staff team will be responsible for contractors and trades people, during their time in the school. The visitors must show proof of identity if they are not already known to the school. The member of staff liaising with the visitor will alert senior staff of their presence.

13. The headteacher or member of the senior management team must be informed immediately if members of the police, fire service, local authority, OFSTED, or other official bodies, arrive at the school unexpectedly.
14. Any member of staff should feel confident to challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
15. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them. (Also see Managing Aggressive Behaviour policy)

Outcomes:

This policy will promote the excellent ethos of respect and safety within Pentland Infant and Nursery School. It will ensure that children and staff are safeguarded and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

Originally Adopted by the Governing Body: May 2012

Reviewed: October 2019 and November 2021

Review Date: November 2023