



# St. Columba's Catholic Primary School

## Visitors to School Policy

Reviewed September 2017

### **OVERVIEW**

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school 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 school.
2. To ensure that all visitors sign in and are issued with a visitors badge, so that staff and children know they have signed in at the main office.
3. To make visitors welcome.
4. To ensure that visitors are monitored and checked.
5. To monitor visitors carefully during their time in school.
6. To be able to account for, and locate, visitors at all times.

### **STRATEGIES**

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
2. Gates to playgrounds will be locked once pupils have entered the school at 8:50am and will be opened again by the nominated key holder before 3pm (Infants) and 3:10pm (Juniors). A member of staff will always supervise any open gates at these times.
3. Vehicular entry to the school will be limited to authorised vehicles only.
4. All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
5. Visitors must sign-in on the visitor list and sign out as they leave.
6. Each visitor will be given an identification that must be worn visibly at all times.
7. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of 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.
8. Visitors will be accompanied, or supervised, during the whole of their time in school.

9. A designated senior member of staff, will be responsible for workmen/ women, and trades people, during their time in school. They must show proof of identity to the site supervisor if they are not already known to him/her. He/she will alert senior staff of their presence.

10. The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.

11. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.

12. 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.

## OUTCOMES

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

Policy agreed by Governors on	September 2017
Signature of Chair of Governors	<i>Mrs J Sims</i>
Signature of Head Teacher	<i>Miss M Evans</i>
Date to be reviewed	September 2018