



Harrietsham Church of England Primary School

School Visitor Policy

Policy lead:	Jackie Chambers
Responsibility:	Full Governing Body
Date approved by Governing Body:	July 2024
Governor signature:	R. Emson
Review date:	July 2025

Harrietsham Church of England Primary School
School Visitor Policy

Contents

School Context:	3
1. Aim.....	4
2. Policy statement	4
3. Policy responsibility	4
4. Where and to whom the policy applies.....	4
5. Protocol and procedures	5
6. Governors and regular volunteers/parent helpers.....	6
8. Staff development.....	6
9. Linked policies	6

School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide – providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children's learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children's lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

'The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches'.

Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

The school's vision and values have informed this policy and provide a basis for spiritual and moral development within the school. The Governing body and all members of staff have read and have access to this policy and are committed to ensuring the Health and Safety of all members of our community. Provision is made so that all may flourish safely. Every member of our caring community plays a part in making it safe and secure for all.

1. Aim

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

2. Policy statement

Visitors are very welcome to Harrietsham Church of England Primary School, however it is our schools 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 Governing Body and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognises 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 Headteacher 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 Headteacher or to the Chair of Governors.

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 site during the school day or for after school activities (including supply teachers, peripatetic tutors, sports coaches, community members and topic related visitors e.g. authors, journalists).
- All Governors of the school.
- All parents (including parent helpers).
- All pupils.
- Other education related personnel (County Council staff, Inspectors, health care 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 / reception staff should be informed of all pre-arranged visitors to the school.
- All visitors must report to the school office / reception 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 if requested.
- All visitors will be asked to sign in on the electronic sign in system (which is kept by the school office/ reception at all times), making note of their name, organisation, who they are visiting, car registration number and visitor badge number (where applicable).
- All visitors will be required to wear an identification badge, which must remain visible throughout their visit.
- 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.
- 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 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 school office and:
 - Enter their departure time in our electronic sign in/ out system alongside their arrival entry.
 - Return the identification badge to the school office/ reception.

Please note: 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 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 in on our electronic system and be issued with an identity badge. 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 Headteacher (or the Teacher-in-Charge) should be informed promptly.
- The Headteacher (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/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS 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 Headteacher.
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Lead DSL 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 Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again, all parents should follow the procedures as stated above 5.1.

7. Contractors / Local community

Contractors and community members 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 ensure compliance with its procedures at all times.

9. Linked policies

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

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Safer recruitment policy