



# *Broad Oak Primary School*

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**Visitors to School Policy**

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**POLICY**



# ***Broad Oak Primary School***

## **VISITORS TO SCHOOL** **POLICY**

### ***MISSION STATEMENT***

***Broad Oak School is dedicated to celebrating the success of individuals and groups where they are empowered to exceed their own expectations and to make a valuable contribution to their society.***

***Through a caring, safe, supportive, and challenging ethos, we pride ourselves in delivering an excellent quality of education, where mutual respect and opportunity for all are combined with the values of community life.***

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## **1. Introduction**

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.

## **2. Objectives**

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

## **3. Strategies**

1. External doors will be kept securely closed when all children are in the building and external signs will direct visitors to the main entrance and reception desk.
2. 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.
3. Visitors must sign-in on the visitor list and sign out as they leave.
4. Each visitor will be given an identification that must be worn visibly at all times.
5. Visitors' identification badges must be collected in by the office staff before the visitor leaves.
6. 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.
7. Visitors will be accompanied, or supervised, during the whole of their time in school.
8. The site manager 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. Head Teacher and / or the office staff will do this in the site managers absence.
9. The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
10. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
11. 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.

#### **4. 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.

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## **Policy reviews**

We are aware of the need to review our school's policies regularly so that we can take account of: new initiatives, changes in the curriculum, developments in technology etc.

This policy was written in January 2016

To be reviewed as and when required.

Signed by:

Member of staff responsible for this policy

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Governor responsible for this policy

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