

St Kenelm's C of E Primary School



Visitor Policy

September 2024

Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating

Our Vision, Values and Ethos

Our Vision

Nurturing each and all.

Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.

Our Values

Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

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 St. Kenelm's 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 well-being 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 School Business Manager 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.

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 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

a. 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
- All visitors will be asked to sign the visitor's book in reception, making note of their name, organisation, who they are visiting and car registration number (if they are parked in the school car park)
- All visitors will be required to wear an identification badge and the badge 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.
- They should sign out in the visitor's book and return their ID badge to the school office

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

b. 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 using the visitor's book 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, Assistant Headteacher, School Business Manager (or the Teacher-in-Charge) should be informed promptly.
- The Headteacher/ Assistant Headteacher/ School Business Manager (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
- 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 School Business Manager, under supervision of the Headteacher
- New parent helpers will be asked to comply with this policy at their Induction meeting with the School Business Manager 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/ Workmen

- Contractors/ workmen 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

Date agreed:

Headteacher:

Chair of Governors:

Review date: September 2027