



## Squirrel Hayes First School

Policy Reviewed on	June 2015	June 2016	June 2017	June 2018	June 2019	June 2020	Sept 2020	Oct 2020	Oct 2021	Oct 2022	Oct 2023	Oct 2024
Policy Owner Signature	KC	KC	KC	KC	KC	EJP	EJP	EJP	EJP			NR
Policy adopted by the Governing Body on	July 2015	June 2016	June 2017	July 2018	June 2019	June 2020	Sept 2020	Oct 2020				
Policy Reviewed Date	June 2016	June 2017	June 2018	June 2019	June 2020	June 2021	Sept 2021	Oct 2021	Oct 2021			Oct 2025
Version	02	03	04	05	06	07	08	09	10	11	12	13

# VISITOR POLICY

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

## SQUIRREL HAYES FIRST SCHOOL VISITORS POLICY

### Parents/Carers dropping off or collection of children Procedures

When dropping off or collecting a child/children, Parents/Carers are responsible for supervising their child until they enter the school building. Parents/carers must not allow their child/children to access the school's play equipment on either the school yard or school field. Parents/Carers must ensure that their child/children do not ride their scooters or bikes up the pathway and onto the main school yard.

### Visitor Procedures

All visitors who are expected in school should be entered into the school diary and included on the electronic calendar. Staff should also notify the Headteacher and the office staff of any visitors which they are expecting. This information will be shared with relevant staff either via the electronic calendar or via the ['Half Term' plan](#).

It is very important that staff are made aware of visitors, especially when they have been invited to share the staffroom, where sensitive or confidential matters may be under discussion. Confidential information displayed on the staff noticeboard must be covered by the roller blind when visitors are expected to enter the staff room.

The entrance to school is protected by electric gates controlled by an intercom and camera system or fobs which are issued to staff. The intercom system is managed by the school office staff where communication (both verbal and visual) can be had with the visitor prior to opening the gates.

The pedestrian gates are open to visitors between the times of:

- 8:30am and 8:55am
- 11:55 am and 12:10pm
- 3:00pm - onwards

The green anti-climb gates are closed between: 8:55am and 11:55am, 12:10pm and 3:00pm, 3:30pm onwards.

All visitors should report to the office upon arrival, where they will be asked to sign in. A duplicate signing in register is used to record details of the visit, including the name and purpose of the visitor and the time they arrived and exited the premises.

The member of staff signing the visitor in should check the visitors ID badge and issue them with a visitor pass and lanyard. Mobile telephones will be placed in a visitor locker, [left in the school office](#) or [left in the visitor's own vehicle](#).

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Parents regularly attend school events such as celebration assemblies, parent's forums etc. They must sign in and out on the visitor register, which is located in the entrance area.

### **Contractor Visits Procedures**

Contractor visits must be arranged in advance via the School Office. A hazard exchange form should be completed and the Asbestos Register read and signed.

**If any member of staff discovers a visitor who does not have a lanyard, it is their responsibility to:**

1. Act promptly.
2. Ask politely if you can be of assistance.
3. Ask for ID and about the nature of their business on site.
4. Direct them to the office and ensure that they are accompanied by an adult.
5. Do not provoke them in any way.
6. Get a message to the office if you are at all concerned.
7. Ensure that visitors are not left alone.

### **Meetings held in school**

If any meeting is to be held in school it should be conducted (wherever possible) in the school's 'Meeting Room'.

### **Space Cadets (before, after school and holiday club)**

Space Cadets are to inform the school office if they are expecting any external visitors so it can be put in the school diary. The member of staff signing the visitor in should check the visitors ID badge and issue them with a visitor pass and lanyard. Mobile telephones will be placed in a visitor locker, left in the school office or left in the visitors own vehicle. Once signed in the school office inform Space Cadets they are here and a member of staff from Space Cadets collects them from the office. Once their visit is completed, a member of staff from Space Cadets is to bring them back to the school office for them to be signed out.

Space Cadets also have access to control the intercom/camera system. Space Cadets are to make their visitors/parents/carers aware that by pressing the "Early Years" button on the intercom system they can communicate directly to Space Cadets and gain access.

### **Supply Teachers/Teaching Assistants**

Supply Teachers/TAs will be booked via the Headteacher and the school office will be informed of the person we are expecting. On arrival the Supply Teacher/TA is to sign in at the school office and handed a "Supply Information Sheet". They will be issued with a "Supply Teacher" lanyard, gate/door fob, padlock and locker key. A brief tour round to be given by the school office before going to the class they are covering.

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**DOCUMENT CHANGE LOG**

Version No.	Date of review	Reviewer	Changes Made
01	May 2015	Kyra Cooper	No amendments required
02	June 2015	Kyra Cooper	Reviewed
03	June 2016	Kyra Cooper	Reviewed, no amendments required.
04	June 2017	Kyra Cooper	Reviewed, no amendments required.
05	June 2018	Kyra Cooper	Reviewed, no amendments required.
06	June 2019	Kyra Cooper	Reviewed, addition of checking visitors ID on arrival.
07	June 2020	Erica Pickford	Reviewed
08	September 2020	Erica Pickford	Reviewed and included COVID-19 amendments detailed in table form under relevant sections.
09	October 2020	Erica Pickford	Inclusion of Parent/Carers dropping off and picking up procedures. Inclusion of QR Codes linked to the 'NHS App'
10	Oct 2021	Erica Pickford	Updated COVID-19 sections. Included reference to supervision of children using scooters and bikes on school premises. Included new electronic 'safe & well' checks.
11	Oct 2022		
12	Oct 2023		
13	Oct 2024	Nicola Rickman	Removed all COVID-19 references. Added information regarding the electric gates. Added Space Cadets section. Added Supply Teacher/TA section.

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