



Willenhall Community Primary School

Visitor Policy

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1. Rationale

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

2. Expectations from all visitors

We welcome all visitors to Willenhall Community Primary School, visitors include parents, volunteers and governors.

On arrival at the school parents and visitors are required to report to the school office and sign in, visitors will be required to agree to the Visitor Agreement on arrival (see appendix 1).

A copy of the School’s Visitor Privacy Notice is displayed in the reception lobby for information.

All visitors must clearly display their visitor badge throughout their visit.

Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the school office for registration.

Willenhall Community Primary School reserves the right to refuse entry or terminate a visit at any time. The School will not tolerate any behaviour of an abusive, threatening or aggressive nature against any member of the school community. Where such behaviour does occur steps may be taken to have the person(s) removed from the school site, either temporarily or permanently, and in some cases the person(s) may be prosecuted.

Visitors will be required to follow our latest health and safety guidance.

In the interests of the health and safety of all school users, dogs (with the exception of assistance dogs), smoking and bikes are NOT permitted on the school site.

Visitors are not permitted to use school IT equipment. If access to the school’s internet is required, visitors will be asked to read and sign an acceptable use agreement which is designed to ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement should be

followed at all times. A guest WIFI code can be obtained from the school office.

By prior arrangement with the Head Teacher groups of parents may be invited to attend events in school. On these occasions parents will not be required to sign-in via the electronic signing in system, they will instead be asked to sign a paper list on arrival at the classroom or meeting room. The member of staff leading the event will be responsible for relaying the relevant points from the visitor agreement (i.e. regarding taking photographs, fire procedure, etc.). Parents attending large events such as assemblies, entering directly into, and remaining contained within, the school hall, will not be required to sign in.

3. Types of visitors

3.1. People working with children

For example peripatetic teachers, social workers, police, family hub workers, sports coaches, LA employees, school nurses, volunteers.

- All visitors should be pre booked and will receive an email invitation including a visitor notice.
- All visitors must show photo ID (employer provided where applicable) and be prepared to show an enhanced DBS clearance on arrival at the school^{1,2,3}
- If the clearance is not held by the school we will require confirmation that appropriate clearance has been obtained and the visitor will wear a badge issued by the organisation holding their DBS clearance.

3.2. People working with things

For example builders, gardeners and people working on computers or other equipment

- Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained.
- They will be issued with a visitor badge.
- They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential

¹ **Children's Services practitioners and managers** (including social workers, youth workers, Early Help Coordinators, Independent Review Officers and Child Protection Conference Chairs) employed by CCC should present their ID badges on arrival at school (they will not be required to provide their DBS certificates or number). Their ID badge must state the person's name, their job role and will show the Coventry City Council logo as well as the individual's photograph. **If the visiting professional does not have an ID badge, they should not be allowed access to the child** and their manager should be contacted.

² **School nurses** should always present their NHS photo identification and a list of DBS checks should be provided prior to the visit (or at least annually)

³ All **police officers**, in uniform or not, will have their warrant card on them at all times they should be asked to produce this. This will have their photo, collar number and the force that they work for. In some cases, it may also have their specific department on, e.g. CID, special branch, drugs squad etc. Police vetting is a lot more detailed than a DBS, therefore we will not need any further identity checks to allow them into school

proximity to children and the school's knowledge of them.

- The School will follow the contractor management local procedures (see Appendix 3 of the School's Health & Safety policy)
- A contractor induction checklist should be completed by the person who arranged the visit, and where applicable a working at height declaration will be completed by the contractor.

3.3. Escorted visitors

For example, parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories, must be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

3.4. Deliveries

- A person making a delivery is not classed as a visitor and therefore not required to sign in.

4. Appendix 1

To keep everyone safe - please wipe the screen after use ready for the next visitor

Willenhall Community Primary School Visitor Agreement

Signing In – I will **display my visitor badge at all times** throughout the duration of my visit and will sign out at the end of my visit.

Photo ID – I have shown my photo ID and it has been acknowledged.

DBS – I have been asked to present my DBS (not required for Local Authority, NHS and parent visitors)

Visitor Safeguarding & Health and Safety leaflet – I have taken and read this leaflet.

Fire Alarm - If I hear the fire alarm I will evacuate the building via the nearest exit. (If you are working with any pupils take them out of the building with you and report to a Fire Marshal). **(Fire alarm system testing takes place on Friday afternoon after the end of school)**

No Smoking – I understand that smoking is not permitted anywhere on the school site.

Parking - If you have parked on the school site you must enter your car registration number.

Use of mobile phones – I will not use a mobile phone in the school building or playground. (If you need to use your phone while visiting the school you may do so in the main reception area or the front of the school building).

Photographic Equipment – Under no circumstances will I use photographic equipment unsupervised whilst on the school site.

Accidents and Hazards– I will immediately report any accidents and potential hazards to the School Business Manager.

Privacy Notice – I have read the visitor signing-in privacy notice (displayed next to the screen)