

**CAMROSE PRIMARY SCHOOL AND NURSERY**

**VISITORS IN SCHOOL POLICY**

**Status- recommended**

**Written by S Crick Autumn Term 2019 (updated July 2020 for Covid-19 arrangements)**

**Shared with Staff - Autumn Term 2020**

**Date for review- 2022 or when new guidance dictates**

# **Camrose Primary School Visitors in School Policy**

## **Introduction**

Camrose Primary School aims to be a welcoming environment which enjoys receiving visitors as we recognise that they have much to offer our pupils and staff. We are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with the pupils and staff. However, the security of all within the school, especially the pupils, should never be compromised.

This policy sits alongside the Health and Safety Policy, Safeguarding and the Inclusion Policy. It also now includes the Covid-19 risk assessment arrangements for September 2020.

## **Objectives**

There is one simple objective to this policy and that is to safeguard pupils and all who work within the school while allowing for enrichment through the work and experience offered by visitors.

## **Our Definition of Visitors**

At our school we consider anyone who is not a member of staff, member of the Governing Body or a pupil as a visitor. This will include parents, volunteers, staff from the LA or other services used by the school as well as visitors we invite in to offer clubs or workshops. All staff and members of the Governing Body have up to date DBS checks. In addition, parent volunteers have been police checked.

## **Roles and Responsibilities**

The Headteacher is responsible for ensuring that all staff are aware of their responsibilities in relation to pupil safety where visitors are concerned. (She also ensures that the proper procedures are followed for staff recruitment and that any new members of staff are Enhanced DBS checked. This includes supply staff. Where the checks are pending, the Headteacher ensures that the adult concerned is supervised by another member of staff until the process is complete.) The Headteacher, together with all the staff, also ensures that pupils are aware that they must not allow any visitors in to the school and that they must inform a member of staff if they see anyone trying to get in who is not staff.

The Headteacher ensures that all volunteers and students are DBS checked if appropriate or supervised if the process is pending.

All staff are responsible for informing the Headteacher if they intend to arrange visits from agencies such as drama and dance groups, workshops etc. They should inform the Reception Staff of the visit so that visitors can be quickly directed to the correct place. Staff should also ensure that minimum disruption to the work of the school occurs as a result of this work. In addition and very importantly, it is the responsibility of every member of staff to challenge any visitor on school property who does not display a Visitor Sticker/lanyard.

The Reception Staff are responsible for ensuring that all visitors sign in the Visitors' Book and receive a sticker/lanyard which states that they are visitors to the school.

The Reception Staff must also ensure that all visitors sanitise their hands on entry to the school and explain that they must adhere to two metre social distancing from other adults whilst they are on the school site. It must also be explained to them:

- Any areas they use must be wiped down with anti-bacterial spray
- Any school equipment they use must also be wiped down with either anti-bacterial spray or wipes
- If they bring their own equipment it must be kept separate from any school equipment to reduce the risk of cross contamination
- If they have any Covid-19 symptoms they must not enter the school site
- If they develop any symptoms whilst on the school site they must leave immediately, seek a test and inform the school of the results, so the school can then take the appropriate actions with the children and adults they have been in contact with
- All visitors must provide a risk assessment prior to arrival for any workshops, activities etc
- Ensure that children wash their hands before and after they have worked with them
- If a child develops Covid-19 symptoms when they are working with them they must take them to the medical room maintaining a social distance from the child
- Ensure that tissues, wipes, etc are disposed of in the lidded bins, in line with the 'catch it, bin it, kill it' approach
- Face coverings are not permitted to be worn by adults in the school
- During a fire evacuation or a lockdown follow school guidelines and procedures

All contractors should report to the Reception and the Site Supervisors and the permit to work process must be closely adhered to at all times.

On the occasion of the unexpected visitor, the first point of contact for Reception Staff should be with the Head Teacher, Deputy Headteacher or School Manager who will involve other staff and pupils as appropriate.

### **Monitoring, Evaluation and Review**

This policy will be monitored closely by the Headteacher and Governing Body on an annual basis. It will be reviewed as necessary, depending on further national guidance.

### **Success Criteria**

We will know whether this policy is successful when pupils report that they feel safe and secure in the school environment. This information can be obtained from pupil surveys and conferences.

Other information that will inform us as to the success of this policy is comments from parents and staff.