

The Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

Visitors to the Building

Rationale

We have a statutory duty under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, the Equality Act and the Equality Act 2010 (Disability) Regulations 2010 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school come to no harm.

We require all visitors such as parents/carers, education/LA officials, external agencies, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation if required.

PURPOSE

1. To prevent unauthorised persons from entering the building.
2. To make visitors welcome.
3. Ensure that visitors are monitored and checked.
4. To be able to account for, and locate, visitors at all times.

BROAD GUIDELINES

- External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception.
- All visitors will report to the school reception desk where they will be welcomed and asked for their details and the name of the person they need to see. Anyone unknown to the administrative staff will be asked for proof of identification.
- Visitors must sign in and register on the digital entry system
- Each visitor will be given an identification badge that must be worn visibly at all times.
- Visitor's identification badges must be collected by a member of the office staff before the visitor leaves the building. Any visitors must register that they are leaving the premises on the digital entry system before they leave.
- Large groups of parents who enter the premises for school events such as class assemblies, productions will be signed into school
- Visitors will be asked to wait in the reception area until the person they have come to see arrives to take charge of them. That person will be responsible for them during their time in the building.
- The Executive Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted or other official bodies arrive at school unexpectedly.
- Volunteers and students to the building must be supervised at all times when in contact with children.
- A member of the management team or site manager will be responsible for workmen/women and tradespeople during their time in the building. They must show proof of identification if they are not already known.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and be escorted from the premises immediately. They should be 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.

* Large groups of parents who enter the premises for school events such as class assemblies and productions will be signed into school in a different manner for ease and expediency. Class lists will be printed by the school office and the parents will be accounted for on enter. Visitor stickers will be worn for such events,

CONCLUSION

This policy will promote the excellent ethos of the building. It will ensure children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the building.

This policy was reviewed in Sept 2024