



Saint Paulinus CE Primary School

School Visitors Policy and Procedures

Principal: Mrs. Rhodes

Assistant Principal: Mrs. Sukonik

Chair of Governors: Mrs. J Joynes

This policy was adopted: October 2023

The policy to be reviewed: Autumn 2025

‘As children of God at St Paulinus, we strive to create a happy, caring place where everybody is valued, respected and safe so we learn and grow to our very best.’

“Having gifts that differ according to the grace given to us, let us use them” (Romans 12, 6)

NURTURE: Knowledge, Curiosity, Resilience, Respect, Spirituality, Creativity & Love

Introduction

St Paulinus CE Primary assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body, Principal and senior staff to ensure that this duty is followed at all times.

In performing this duty, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. St Paulinus therefore requires that **all visitors** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor’s escorted departure from the school site.

Rationale

We are required to safeguard all children under this school’s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at St Paulinus CE Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

Objectives

- To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents and adheres to child protection and safeguarding guidelines.
- To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site



(i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists)
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

Protocol and Procedures

Visitors Invited to the school:

Before any visitor is invited to the school, the Principal, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit so that it can be agreed.

At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.

Once on site, all visitors must report to the school office first. No visitor is permitted to enter the school via any other entrance under any circumstances.

At the office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign the electronic Inventory sign in at reception making note of their name, organisation, who they are visiting and car registration (where appropriate).

All visitors will need to read the safeguarding information when signing in for the first time.

All visitors will be required to wear a photo identification badge – the badge must remain visible throughout their visit.

- A green Amadeus lanyard indicates that the school has seen full identification including enhanced DBS certificate and that person is therefore part of the school SCR.
- A red Amadeus lanyard indicates that we may not have not seen a DBS/identification and the visitor must always be accompanied.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

On departing the school:

- A member of staff should escort the visitor to the office.
- The visitor must enter their departure on the electronic Inventory system.
- The visitor must return the identification badge to reception and depart through the front entrance.

Unplanned Visitors

All visitors must report to the school office via the school entrance, no visitor should enter the



school via any other entrance.

Once at the office, a member of the office staff will greet the visitor and ask their name and the purpose of their visit. In most cases the visitor enquiry will be dealt with by the office staff and the visitor will not require entry to the school site.

In the event that the visitor is requesting entry to the school site, they will be asked to make an appointment for a later date OR they will be allowed entry to the school site and will be asked to follow the procedures set out above.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or a member of the senior leadership team) should be informed promptly.

The Principal or Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unplanned 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.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to the school office to be issued with a visitor identification badge if approved. The procedures under "Visitors invited to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record AND
- A current clear DBS children's barred check has been undertaken.
- Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to the school office and receive an ID badge having been entered onto the electronic register).
- They have the authorisation of the Principal to travel around the school site unaided.

Governors and Volunteers

All parent and other volunteers (such as business partners) must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a regular volunteer role.

All Governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out at reception as detailed above, wearing at all times their allocated Governor lanyard. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

Buildings and Maintenance Contractors

Contractors follow the procedures as set out in the planned visitors section. When pupils are on the premises, the contractors must be supervised at all times by the Site Manager or, if they are unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has



been checked and verified by the school office and they have been briefed on H&S. All contractor visits will ideally be booked for when the Site Manager is onsite unless it is an emergency, in which case the Site Manager will be informed.

Parent Visitors

Our partnership with parents is a strong feature of St Paulinus which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom or playground Zones'.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone or the playground for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences or parent forums).

Exceptions to this are when there is a planned school or classroom event (eg, Meet the Teacher, class assembly), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

PTA

The school has close links with a very active PTA who frequently come in to organise activities. All these activities and their location must be agreed with the Principal or senior leadership team in advance and must not hinder the running of the school. All PTA visitors follow the same procedures on entry to the premises (i.e. come to the school office and receive an ID badge having been entered onto the electronic register). For those PTA members who are DBS checked, they are not required to be accompanied around the school but must be sensitive to the learning taking place by not disrupting classes or playtimes/lunchtimes. Any PTA member who is not DBS checked must be accompanied by a DBS checked member at all times

Ex Pupils and Ex Members of Staff

Ex St Paulinus pupils and ex members of staff are always welcome and may request or arrive at the school for a visit.

They must be signed in and be fully supervised at all times.

Staff Development

As part of their induction, new staff will be made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Whistleblowing Policy

