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**Longton Primary School**

**Visitors To School**

**Headteacher:** Julie Brown

**School Number:** 07030

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**Chairman of Governors:** Neil Scanlan

School Visitors Policy

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 and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

Visitors are welcome to Longton Primary School.  Indeed, they often make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school’s responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

It is our aim 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 the pupils of Longton Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish 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 conforms to child protection guidelines as set by the DfE (see [www.teachernet.gov.uk](http://www.teachernet.gov.uk/)): preventing unsuitable people from working with children and young persons in the education service.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

* All teaching and non-teaching staff employed by the school
* All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
* All governors of the school
* All parents
* All pupils
* Education personnel (Local Authority staff, Inspectors)
* Building and Maintenance Contractors

Staff are required to be familiar with DfE guidance on Child Protection (accessible via [www.teachernet.gov.uk](http://www.teachernet.gov.uk/)) in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited into Longton Primary School

**Visitors Invited to the School**

1. a) Permission must be granted by the Headteacher before any visitor is asked to come into school. The Head Teacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
2. b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and are informed of the procedure for visitors as set out below:

* All visitors must report to the school office first
* At the school office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
* All visitors will be asked to sign the Visitors’ Inventory which is kept in the main corridor at all times.
* All visitors will be required to wear a visitors’ sticker
* Visitors will then be escorted to the point of contact OR their point of contact will be asked to come to the office to receive the visitor. The contact will then be responsible for them while they are on site.
* On departing the school, visitors should leave via the main entrance and: Sign out in the Visitors’ Inventry.

**Unknown/uninvited Visitors to the School**

1. a) Any visitor to the school site who is not wearing a visitors’ sticker should be challenged politely to enquire who they are and their business on the school site.
2. b) They should then be escorted to reception to sign in and be issued with a visitors’ sticker.
3. c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher (or Senior Leader) should be informed promptly.
4. d) The Head Teacher (or Senior Leader) will consider the situation and decide if it is necessary to inform the police.
5. e) If an unknown/uninvited 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.

**Governors and Volunteers**

All governors and volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via the School office.

1. b) Governors and Volunteers should sign in and out using the Inventry.
2. c) New governors will be made aware of the policy and familiar with its procedures as part of their induction.

**Staff Development**

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

**Linked policies**

This policy should be read in conjunction with other related school policies: including –

* Child Protection Policy
* Health and Safety Policy
* Fire Safety Policy

**Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed by the Head in consultation with other staff.

Please note the following information when visiting our school:

* Please report to Mrs Masterson or Mrs Marsh in the **school office.**
* Please remember to sign both in and out of the inventory. This provides also information about your personal safety
* You will be given a visitors’ sticker to wear. Please wear it while in school.
* You will also be given a safeguarding leaflet.
* A telephone is situated in the office
* In the event of any injury, please inform a member of the school staff.
* Toilets are situated at the back of the hall.
* Please speak to any member of staff if you have a concern about a child and they will help you with the safeguarding policy. Julie Brown is the designated senior lead.
* As a visitor please make sure you are never on your own with a child.