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Lanesend Primary School

Visitors and Contractors Policy

Safeguarding and Welfare of Children Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: April 2021 (Every 5 Years)
Reviewed By: Headteacher, Site Manager and Child-Centred Group

Lanesend Primary **Visitors and Contractors Policy**

Aim

To safeguard all the children during school opening hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure Lanesend Primary School children can learn and enjoy extra-curricular experience, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, governors, visitors and families and conforms to child protection guidelines as set by the DFE.

Lanesend Primary School is deemed to have control and responsibility for its children anywhere on the school site, during normal 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 for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists)
- All governors of the school
- All families
- All children
- Education personal (Advisors, Inspectors)
- Building and Maintenance contractors

External Visitors to School

Staff are required to be familiar with the school's Safeguarding Policy in relation to preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and

time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come to school and information must be placed in the school diary.

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to school office first and must not enter the school via any other entrance
- At 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 in via the electronic visitors log at school office, which requires their personal information, who they are visiting and takes a photograph of the visitor for their identification badge.
- All visitors will be required to wear an identification badge and the following notice to visitors will be shared with them:

Notice to Visitors

Safeguarding Children – If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main school office as quickly as possible, and ask to speak to the member of staff with responsibility for child protection.

Health and Safety – Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

Classrooms – Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency – If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

Accidents – Any illness, injury or accident must be reported to the school office.

Smoking – It is against the law to smoke on school premises.

Property or Vehicle – The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to school office to receive the visitor. The contact will then be responsible for them while they are on site.
- c) On departing the school, visitors should leave via school office and will sign out via the electronic visitors' log.
- d) Where possible, visits by contractors especially for maintenance should be made at times when there are fewer children on the premises. Building contractors to the site must be accompanied by either the Site Manager, Headteacher or School Business Development Manager. If necessary, the Asbestos Risk Management Register will be shared and Health and Safety requirements discussed. Building contractors working on the school site unsupervised will follow Health and Safety requirements at all times.
- e) If a visitor is to be working unsupervised with a pupil, a copy of the DBS is required. With regards to DBS and employment checks, we adopt the same approach as required by Ofsted. Please see our DBS Policy.

Unknown/Uninvited Visitors to School

- a) Any visitor to the school site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the school site
- b) They should then be escorted to school office to sign the visitors' book and be issued with an identity badge. The procedures for invited visitors then apply
- c) In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Headteacher or member of the Progression Team should be informed promptly.
- d) The Headteacher will consider the situation and decide if it is necessary to inform the police.
- e) In the 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.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed throughout the visit and a decision made as to whether they may be asked to visit the school in future.