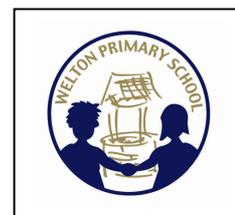




WELTON PRIMARY SCHOOL

Visitors to School and Security Policy



The School encourages parents and other citizens to visit Welton Primary School and believes that there are many potential benefits which can result from increased interaction with the public. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The Head Teacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the head teacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

Usual visitors:

- Parents/Carers of pupils in school and those interested in admitting pupils.
- Adults seeking employment in school
- Teachers/students from other educational establishments on experience visits
- Tutors of Students on placement
- Students on placement
- Officers of the LA
- Contractors
- Professional Agencies
- Governors
- Inspectors

Safeguarding

Visitors to school have to read a statement regarding Child Protection and Safeguarding before coming into contact with children. All regular volunteers, governors, members of the Friends' Organisation and staff cover this through their Induction.

Requirements of visitors

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.

All visitors shall report to the school office when arriving or leaving the school premises.

- All visitors are requested to wear an appropriate form of identification when on school premises. Badges are available for those who do not have clear identification of their own.
- Whenever possible, visitors should obtain authorisation from the Head Teacher in advance. At the discretion of the Head Teacher, such prior authorisation may be required. Visits may be prohibited at certain times such while standardised testing or other assessments are being conducted.
- All school visitors must comply at all times with the School's policies, administrative rules and regulations.
- Welton Primary School provides a secure site and all people on the site have to adhere to the rules, which govern it.
- Site security has been discussed at length by the governors of the school and is reviewed at the termly Health and Safety Governors meeting. The school believes that the measures in place are proportionate to the risks.
- All doors are secure. These doors have either push bars or turn latches AS APPROVED BY THE EAST RIDING OF YORKSHIRE LA AND PASSED BY THE FIRE INSPECTION.
- The school gates are open between 8.45am-9.10am and 3.20 and 4pm.
- After this access to the site is then only possible through the Main School Reception. This is secured by a remote lock and key pad.
- Guests receive visitor passes and are chaperoned (or not) as CRB clearance requires. ALL STAFF KNOW TO CHALLENGE ANYONE NOT WEARING THE CORRECT DOCUMENTATION. i.e. a visitor's badge.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult children must be signed out.
- Children are allowed home at lunchtimes. They must be collected from the front entrance and a form completed. Regular home lunches are allowed to walk home unaccompanied as the school has been informed of this. No other child will be allowed to leave school unaccompanied.

Parents are not encouraged to meet with Teachers at the start of the day (unless it is vital) as this disrupts the clear start to the day. Parents may seek meetings with teachers at the end of the school day. All meetings with any staff members at any time of the day must start at the main reception desk.

Parents of children in the Foundation Year are encouraged to teach their children to move from the gate to the classroom alone. From Year 1 onwards parents are not allowed to accompany pupils into the cloakrooms.

Both custodial and non-custodial parents of pupil have rights to visit the child's school unless a court order exists restricting such contact. In the event that a noncustodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

The Head Teacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Events such as **Sporting Days** provide a potential for loop holes in security. To respond to this any event held in school time to which parents are invited the following protocol exists:

- site security arrangements remain in place
- guests must enter through the main reception and collect a visitors badge with the pupil's name identified.
- guests are warned to provide photo ID in case they are not recognised by the staff on duty
- guests must wear the sticker to prove they have been officially admitted.

For **shows and assemblies** the above precautions do not apply as the pupils remain under the supervision of staff at all times and guests are not allowed access to the changing areas of the school or to mix with the pupils. Guests do however have to enter and leave via the main entrance.

For **open nights** pupils must be accompanied and the parents/carers take responsibility for the welfare of the child.

All Volunteer Helpers and any individual employed on a short term basis to work with pupils must, like all staff and Governors have a valid CRB check. These are reviewed every three years.

Visitors who are in school for a "one off" visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a CRB check, but must be chaperoned. Staff from agencies including charities coming to school to work with children must have a CRB check.