

Foxhill Primary School and Fox Club

Visitors Procedure

Statement of intent

At Foxhill Primary School and Fox Club, the staff and Governors strive to provide a caring, safe and friendly environment. We are committed to providing a relaxed and secure setting in which our pupils can learn effectively and thrive personally. It is our belief that every child should have the opportunity to participate in all activities, feeling safe and protected. We recognise that we have a duty to safeguard and protect the children in our care from physical, sexual or emotional abuse, neglect and bullying. This is the responsibility of all adults working at Foxhill, and those invited to work in school or Fox Club.

Overview

As the safety of the children in our care is paramount, this procedure has been put in place to insure that all staff and visitors to our school and Fox Club are carefully checked and monitored during their time at Foxhill. This ensures that no unauthorised persons can gain entry to the school or Fox Club, and also that those visitors without a current DBS check are never left in a situation which could compromise a child's safety, or that of themselves.

Objectives

- To welcome visitors into a safe environment.
- To ensure that visitors are monitored and checked.
- To be able to locate and account for visitors at all times.
- To prevent unauthorised persons from entering the school or Fox Club.

Strategies

- External doors will be kept securely closed. There are signs both inside and outside the building directing visitors to the main entrance and reception.
- At reception, all visitors are welcomed, and are then required to sign in using the electronic system. They will then be provided with an identification badge which must be worn at all times.
- Visitors in school to work with children must show/provide a current DBS check.
- On departure, visitors must sign out using the electronic system.

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- Visitors must remain in reception for the person they have come to see to collect them. They will be escorted back to reception at the end of their visit.
- Where volunteers begin working frequently and for a sustained period in school, they will be asked to complete a DBS check.
- Contractors working on site will sign into our electronic visitors system and must provide proof of a DBS check they are also given the opportunity to view the Asbestos Register.
- The Head Teacher must be informed on the arrival of the police, fire department, local authority representatives, or Ofsted if it is not expected.
- Staff are encouraged to report unfamiliar people they may see in school who are not wearing an identity badge or are acting in an unusual manner to the Headteacher.
- Any visitor into our school or Fox Club will be asked to leave and escorted to the exit immediately if they behave in a threatening or abusive manner. In this situation, the visitor will be removed from any situation where there is a possibility of them harming children or staff. If deemed necessary the police will be called.

Outcomes

This policy is designed to promote the excellent ethos of our school. It will ensure that all visitors feel welcome, but are monitored during their time in school or Fox Club, so that they are part of the safe and secure environment it provides for both staff and pupils. It will prevent the entry to school or Fox Club of any unauthorised persons.

This policy will be reviewed every three years or earlier if required.

Reviewed	November 2018
Approved at Governors meeting on	14 th November 2018
Signed	
Date of next review	November 2021