

## 1. INTRODUCTION

The school encourages parents and other citizens to visit Woodmansey CE Primary School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism.

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school operates and the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school. 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 of school 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 of school considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students.

Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. 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.

## 2. 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/training visits
- Tutors of Students on placement
- Students on placement
- Staff from other schools on training events
- Coaches and visiting experts
- Officers of the LA
- Contractors
- Professional Agencies
- Governors
- Inspectors
- NHS staff carrying out statutory checks

### 3. REASONS FOR VISITS

- Invited for a tour of the school
- Invited to visit a specific lesson
- Taking a specific lesson
- Attending a specific meeting
- Attending a public event
- Taking lunch with pupils
- Working with specific pupils
- Working on site
- Visiting Staff
- School Improvement incl. Training
- Support from other agencies

### 4. STATEMENT OF CHILD PROTECTION

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 PTFA and staff cover this through their induction.

### 5. GENERAL REQUIREMENTS FOR VISITORS TO SCHOOL

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

All visitors shall report to the school office when arriving or leaving the school premises. Notices are displayed indicating that all visitors are required to register with the school office and obtain authorisation.

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 East Riding LA identification of their own. Coloured lanyards indicate the visitor's status in relation to DBS and employment.

Whenever possible, visitors should obtain authorisation from the Head of School in advance. At the discretion of the Head of School, 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.

Woodmansey CE Primary School provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.

The school operates a two-tier security system to respond to the different requirements of the school day and to enable safe delivery and collection of children. 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 without creating a prison camp and destroying the attractive and welcoming environment.

All doors remain secure from 08:50 to 09:10, from 15:10 to 15:30 and from 15:45 to 08:40. These doors have turn latches. These doors may be open from 09:10 to 15:10 as the school site is then secured at the gates from 09:10 to 15:15. Access to the site is then only possible through the Main School Reception. This is secured by a remote lock and key pad.

Therefore, when the school doors are open, access to the site is only via the front door. When the site is reopened to allow child carers onto the site the school doors are sealed. On all doors are signs indicating that access to the school even at the start and end of the pupil day is only permissible through the main reception door, where guests receive visitor passes and are chaperoned (or not) as DBS clearance requires. **ALL STAFF KNOW TO CHALLENGE ANYONE NOT WEARING THE CORRECT DOCUMENTATION.** i.e. a visitor's badge / Lanyard.

Children should never be allowed to leave school alone during school hours, and if collected by an adult children must be signed out.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Parents and police will be immediately informed of the circumstances.

## **6. EXCEPTIONS TO VISITOR REQUIREMENTS**

There are none. Anyone not meeting the minimum criteria for working with children must be chaperoned at all times on the site within the pupil fenced enclosure.

## **7. VISITORS TO CLASSROOMS AND OTHER INSTRUCTIONAL AREAS**

Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the Head of School or as otherwise deemed necessary by the Head of School. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

- remaining in a designated place or seat
- refraining from speaking to students while the class or activity is in session
- refraining from entering or leaving the area while an activity is underway
- requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
- requiring that the visitor be chaperoned
- limiting the duration of the visit to particular times or length of time
- limiting the activities of the visitor to a particular purpose(s)
- designating particular routes of travel in the building or upon the school grounds.

Visitors wishing to conference with teachers during the course of the school day are encouraged to make arrangements in advance.

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 expected to allow their children to enter cloakrooms alone.

## 8. PUPIL VISITORS

All requirements for visitors apply to pupils with additional considerations to be applied at the discretion of head teacher. Under most circumstances, pupil visitors are discouraged during the 'pupil day' unless accompanied by a parent/carer. No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Head of School.

## 9. SPECIAL SITUATIONS

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 non-custodial 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 of School 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.

## 10. SPECIAL EVENTS

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 sign to indicate which pupil is being represented
- guests are warned to provide photo ID in case they are not recognised by the staff on duty
- guests must wear the ‘sticker of the day’ 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.

## 11. DBS CHECKS

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 DBS check. These are reviewed annually.

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 DBS check, but must be chaperoned. Staff from agencies including charities coming to school to work with children must have a DBS check or must be chaperoned throughout a visit.