

DREW PRIMARY SCHOOL

Visitors Policy



‘Learning today for tomorrow's world’

Agreed at Governing Body Meeting on

Signed Headteacher:

Signed Chair of Governors:.....

Introduction

We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school come to no harm.

We require all visitors such as parents/carers, education officials, Local Authority officials, volunteers, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation.

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.

When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure that the school premises are safe and that visitors to school come to no harm.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;

- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- Annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;

be aware of the working agreement between the school and any contractor undertaking work in the school;

- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Visitors

Visitors will:

- Report to the school office upon entering the school premises.
- Confirm their status by producing verifiable documentation.
- Enter their details via the touchscreen electronic sign in system.
- Have their photograph taken at reception.
- Wear a school visitor's badge.
- Be familiar with the procedure of evacuating the school building in the event of an emergency.
- Sign out and return visitors badge when leaving the school.
- All visitors working with the children must be made aware of the school's confidentiality and safeguarding policies.

Support provided by visitors may include:

- Enrichment and specialist support for students - for example, music, art, sport.
- Special Needs support from Educational Psychologist, Behaviour Support Team or Link Teacher.
- Support for student health and wellbeing - for example, health professionals.
- Governors and advisers/inspectors monitoring the work of the school.
- Maintenance work to the school e.g. ICT support services, NPW etc.
- Classroom support from students (e.g. work experience, secondary school students and trainee teachers).
- Parental support on educational visits.

Role of Parents/Carers

Parents/carers will:

- Be aware of and comply with this policy.
- Be asked to take part periodic surveys conducted by the school.
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, and parent-teacher consultations
- school events
- meetings with school personnel
- communications with home such as newsletters
- Mention in Head teacher's reports to the Governing Body as appropriate

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

▪ Safeguarding & Child Protection	▪ Health & Safety	▪
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