



# Site Access / Visitors to School Policy

Spring Term 2023

## Purpose

We welcome parents and other members of the community into school as there are many potential benefits in developing such links. However, the school has a duty to protect the safety and welfare of the pupils 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.

Limitations may be placed on visitors to avoid disruption to the school day. The headteacher has the authority to determine which visits are appropriate as well as the discretion to set any specific parameters on the nature and extent of such visits. In exercising discretion, the headteacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the pupils. Appropriate administrative procedures will provide guidance for staff so that worthwhile experiences may be provided for visitors. School staff shall seek to assure that parents and other visitors are courteously received and that 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/pupils from other educational establishments on experience visits
- Tutors of students on placement
- Students on placement
- Staff from other schools on training events
- Coaches and visiting experts
- Officers of the Local Authority
- Contractors
- Professional Agencies
- Governors
- External inspectors

## Reasons for Visits

- Invited for a tour of the school
- Invited to visit a specific lesson
- Teaching a specific lesson
- Attending a specific meeting
- Attending a public event
- Having lunch with pupils
- Working with specific pupils
- Working on site
- Visiting staff
- School Improvement including professional development
- Support from other agencies



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

### Statement of Child Protection

Visitors to school must read the leaflet 'A Guide to Keeping Children Safe when Visiting our School' before coming into contact with children. This leaflet is available at the school office and is included in our volunteer/governor pack. All regular volunteers, governors, members of the 'Friends' Organisation and staff cover this through their Induction.

### 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.

All visitors should report to the school office when arriving or leaving the school premises and sign in/out using the electronic Entrysign system. Notices are displayed indicating that all visitors are required to sign in at the school office. 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. Whenever possible, visitors should obtain authorisation from the headteacher or other member of the Senior Leadership Team.

Visits may be prohibited at certain times of the year e.g. SATs week or other assessments being conducted.

All school visitors must comply at all times with the school policies and administrative procedures. Elloughton Primary School provides a secure site although the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the procedure and protocols.

The school operates a two-tier security system to respond to the different requirements of the school day and to enable safe drop off and collection of children.

Site security has been discussed at length by the governors of the school and is reviewed at the termly Pupil Standards & Development Governors Committee meeting. The school believes that the measures in place are proportionate to the risks without destroying the attractive and welcoming environment.

All external doors remain secure from 8.30am to 3.30pm. These doors have either push bars or turn latches as approved by the East Riding local authority and passed by the fire inspection. Some internal and external doors are accessed via a fob or key code issued to all staff.

Secure access to the site during the day is as follows:

**The playground gates (front and back) are unlocked by the caretaker between 8.25 a.m. & 8:30 a.m.** Parents are responsible for their child until 8:40 a.m. when the external classroom doors are opened to allow children to enter school. The headteacher and/or appropriate members of staff are on duty on the playground before school.

School officially starts at 8.55 a.m. with registration when all children are expected to be in school. The gates are locked and secured by the caretaker and/or headteacher by 9:00 a.m. The playground gates remain locked for the remainder of the day and are unlocked by the caretaker between 3:00 p.m. & 3.05 p.m. for parents to collect pupils. The headteacher and/or appropriate members of staff are on duty on the playground after school. The gates are locked between 3.25 p.m. & 3.30 p.m. by the caretaker and/or headteacher.



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

The car park is clearly signed 'Staff Parking Only' strictly no access to other vehicles. Staff are able to access and leave the staff car park via an electronic gate. The gates have an additional lock as part of the night security. Any contractor wishing to gain entry must first approach the school gate and call via the intercom, sign in, have the usual safeguarding checks completed and be issued a visitor badge before the car park is unlocked. Deliveries will be made from the curb side to the school unless heavy items which will be allowed access once presence is announced via the intercom system.

Access to the Before and After School Club can only be done via the pedestrian footpath along the side of the car park and no other access is permitted onto the school site to gain entry into the club. Entry is via the ramp/rear door in the school hall. Parents sign their child into school and hand over children to the Club Coordinator on the door and the door is kept locked. Parents sound the bell to gain entry to collect their child.

Access to the site is then only possible through the main school reception. This is secured by a key code, entry is only with reception staff greeting them.

Therefore when the school doors are open, access to the site is only via the visitors entrance door in the car park. Signage indicates all visitor report to school reception. Visitors/contractors will sign in and receive a badge and are chaperoned (or not) as DBS clearance requires. All staff know to challenge anyone not wearing a visitors' badge.

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

### Exceptions to Visitor Requirements

Anyone not meeting the minimum criteria for working with children must always be chaperoned by a member of staff whilst on the site.

### Pupil Visitors

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

### Special Situations

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. If a non-custodial parent seeks permission to visit, the school will notify the custodial parent in advance of the visit. The headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to cause a disruption whilst on sit. Any such individual shall be directed to leave the school premises immediately and the police shall be called if necessary.

### Special Events

For most events held during the school day parents/grandparents are required to sign in at reception or the chosen entry point. For events held outside, such as Sports Day,



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

the pupils remain under the supervision of staff at all times and visitors are not required to sign in.

### Lunch Time Visitors

On occasion, parents/carers and grandparents are invited to dine with their children at school. For the purposes of this the following protocol applies and visitors must :

- Book a meal before 9. 30 a.m. on the day
- Enter through the main reception and sign indicating which pupil is being represented
- Must leave through the main entrance immediately the meal is finished
- Not accompany pupils to the classrooms or playgrounds

### Disclosure and Barring Service Checks (DBS)

All regular volunteer helpers and any individuals 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 room agencies including charities coming to school to work with children must have a DBS check or must be chaperoned throughout a visit.

### Adoption, Approval, Sign Off

Signed	<b>Bridgitte Holmes</b>
On behalf of	<b>Headteacher</b>
Date	<b>Spring Term 2023</b>

### Document Control

Title of document	<b>Site Access/Visitors to school policy</b>
Revision number	<b>2</b>
Review frequency	<b>1 year</b>
Next review date	<b>Spring Term 2024</b>
Type or status	<b>Policy</b>
Statutory?	
Notes	