



# Site Access / Visitors to School Policy

Summer 2020

## **Purpose**

The School encourages parents and other members of the community to visit Elloughton 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 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. 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. The headteacher 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 headteacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the pupils. 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 staff 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/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 LA
- Contractors
- Professional Agencies
- Governors
- External inspectors



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

### 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 including Training
- Support from other agencies

### Statement of Child Protection

Visitors to school have to read 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 shall report to the school office when arriving or leaving the school premises. Notices are displayed indicating that all visitors are required to sign in at the school office and obtain a visitor badge.

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 in advance. At the discretion of the headteacher, such prior authorization may be required.

Visits may be prohibited at certain times such as while standardised testing or other assessments are being conducted.

All school visitors must comply at all times with the school policies, administrative rules and regulations. Elloughton 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 Behaviour, Safety & Welfare Governors Committee meeting. The school believes that the measures in place are proportionate to the risks without destroying the attractive and welcoming environment.



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All external doors remain secure from 8.40am to 15.30. 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:

**Front gate** is unlocked by caretaker at 8:20am. Parents are responsible for their child until 8:40am (official start time). The headteacher or appropriate member of staff to stand by the open school gate to permit entry to pupils / parents dropping children off to ensure that parents exit and that no pupils exit. The gate is locked and secured by caretaker at 9:00am as headteacher moves away once all children have entered. Gate remains locked for the remainder of the day and is unlocked by caretaker at 3:20pm for parents to collect pupils. The gate is then locked at 3:45pm.

**Rear gate** is unlocked by caretaker at 8:40am, caretaker or appropriate member of staff stands by gate to permit all pupils / parents dropping children off to ensure that parents exit and that no pupils exit. The gate is locked at 8:55am and remains locked for the remainder of the school day and is unlocked again at 3:25pm for parents to collect pupils. Gate is then locked at 3:45pm.

**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 supervisor on the door and the door is kept locked. Parents sound the bell to gain entry.

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.



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### 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.

### 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 headteacher or as otherwise deemed necessary by the headteacher. 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 pupils while the class or activity is in session
- refraining from entering or leaving the area while an activity is underway
- 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 meet 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 Early Years are expected to allow their children to enter cloakrooms alone.

### 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 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 headteacher 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.



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### Special Events

Events 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 recognized 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.

### 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:

- site security arrangements remain in place
- guests must book a meal before 10am on the day
- guests must enter through the main reception and sign indicating 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 leave through the main entrance immediately the meal is finished
- guests may not accompany pupils to the classrooms or playgrounds
- the school foyer is patrolled by the senior lunchtime supervisor

### 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.



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### Adoption, Approval, Sign Off

Signed	
On behalf of	<b>Headteacher</b>
Date	<b>April 2020</b>

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