



## **Lower Darwen Primary School**

We are proud of our school.

### **Visitors to School Policy**

#### **Overview**

The safety of our children is paramount. This policy has been put in place to ensure that visitors to Lower Darwen Primary School are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

#### **Objectives**

- To prevent unauthorised persons from entering school.
- To make visitors welcome.
- To ensure that visitors are monitored and checked.
- To monitor visitors carefully during their time in school.
- To be able to account for, and locate, visitors at all times.

#### **Strategies/Procedures**

- External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
- All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
- Visitors must sign-in using the 'Sign-in' app (situated on the front desk I.pad).
- Each visitor will be given a visitor's sticker/lanyard identification badge that must be worn visibly at all times.
- Visitors' lanyards must be collected in by the office staff before the visitor leaves.
- Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
- Visitors will be accompanied, or supervised, during the whole of their time in school.

#### **Contractors**

- The Headteacher or another member of the leadership team will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the site supervisor if they are not already known to him/her. He will alert staff to their presence and authorise the work to be carried out. Contractors must hold a valid DBS certificate.
- The Headteacher will brief contractor on working safely on site and not in areas where children are present without consent. They must read and sign the school's Asbestos register.
- Contractors must sign in and out of school grounds and follow the instructions of school staff.
- Contractors should conform to Health and Safety regulations whilst on site- a copy of which will be provided by the office on arrival.

### **Other visitors**

- The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly. They will be treated like any other visitor in the school and will be subject to school procedures for visitors when on the premises.

### **Conduct of Visitors**

- Visitors who work in Lower Darwen Primary School are required to respect and adhere to the code of conduct within school. Any queries or concerns will be dealt with by a member of staff and if necessary referred to the Headteacher or Deputy Headteacher.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary the police should be summoned to remove them.
- Physical contact with pupils is not permitted with the exception of medical staff who are supervised by a colleague and have a permission from parents, or in the case of an accident requiring medical attention from a paramedic or the headteacher acting as loco parentis.

Any concerns regarding the welfare of the children must be immediately reported to a senior member of staff or headteacher and the school will follow normal procedures to deal with this.

It is the duty of every member of staff to challenge any stranger they meet who is not wearing identification or who is acting suspiciously.

### **Outcomes**

This policy will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

**Revised: January 2025 (as part of the school's Health and Safety policy)**

To be reviewed: September 2026

**To be read in conjunction with:**

Health and Safety Policy