Visitors Policy

FOREST VIEW SCHOOL

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Owner	BL
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Approver	Local Governing Board
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Statement of intent

This policy is designed to outline Forest View Primary School's policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01594 822241.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the relevant member of staff to ensure they know about the visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office so that all are informed of the visit.

All visits to the school will be recorded on the school calendar for all staff to view. The member of staff organising the visit is responsible for doing this.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of staff.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the reception staff, including:
- Name
- Purpose of visit
- Name of pupil the visit pertains to/staff member who arranged the visit
- Expected length of visit
- Sign-in using the visitors' iPad or scan the QR code.

- Display ID badges provided at all times while on school property
- Sign-out using the visitors' iPad upon departure
- Return ID badges to the school office before departure

Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.

Visitors are advised that our school is a non-smoking area and smoking (including vaping) is not permitted anywhere within school grounds.

Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

Exceptions

Visits to the school by contractors are governed by our Contractors' Policy.

Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

Visitor conduct

Visitors to the school will be required to act in accordance with the school's policies at all times.

Forest View Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, Forest View has the right to request a banning order from the governing body for the individual in question.