



Trinity Church of England/Methodist Primary School

— BUCKSHAW VILLAGE —

Headteacher: Mrs Jill R Wright

✉ head@trinitybuckshaw.lancs.sch.uk

Visitors to School Policy

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Statement of intent

This policy is designed to outline Trinity CE/Methodist Primary School 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.

1.0 Authorisation

- 1.1. 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 01772 622416.
- 1.2. The school office should be contacted about a proposed visitation at least one week in advance.
- 1.3. Teachers or other staff members arranging visitors to the school for educational purposes should collate all the above required information and pass this on to the school office.
- 1.4. 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 must not be allowed into the school without the supervision of a member of staff



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- 1.5. 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.

2.0 Visiting procedures

- 2.1. All visitors to the school including parents, must comply with the following procedures:
- 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 sign in system at reception
 - Display ID badge provided at all times while on school property
- 2.2. Visitors must comply with the school Code of Conduct and all other policies.
- 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 2.4. Visitors are advised that mobile phones cannot be used whilst on the school premises

3.0 Contractors

- 3.1 All contractors to the school must comply with the following procedures:
- Comply with visiting procedures in 2.0.
 - All contractors new to the school must undertake a contractor induction at the point of signing in.
 - All contractors not to engage in conversation with pupils/service users.
 - All contractors to comply with all health and safety policies and safeguarding procedures when working on the school premises;
 - Act in a responsible and proper manner;
 - All contractors to come to a working agreement regarding how they can work on the school premises during the school day.

3.0 Exceptions

- 3.1. Parents/caregivers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities are exempt from the visiting procedures outlined above.
- 3.2. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field,



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school hall etc.).

4.0 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 should 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 should be asked to leave the premises and police called to assist.

Contractors

Date of policy: 5th May 2017