



# Trinity Church of England/Methodist Primary School

— BUCKSHAW VILLAGE —

*Headteacher:* Mrs Jill R Wright

✉ [head@trinitybuckshaw.lancs.sch.uk](mailto:head@trinitybuckshaw.lancs.sch.uk)

## **Visitors to School Policy**

### **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.

### **Contents:**

1. Authorisation
2. Visiting procedure and exceptions
3. Contractors
4. Unidentified individuals

### **1. 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 - contact number 01772 622416.

1.2 Visitors to school for education sessions or extra-curricular clubs should provide details of the attending staff including; full name, levels of DBS clearance, the date and time of the visit and estimated length of visit.

1.3 Teachers or other staff members arranging visitors to the school for educational or extra-curricular purposes should collate all of the above required information in 1.2 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 available to do so. The visitor must not be allowed into the school without the supervision of a member of staff.

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



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## 2. Visiting procedures

- 2.1 All visitors to the school, including parents, must report to the school reception area on arrival and provide their details to the reception staff, including their name and purpose of visit.
- 2.2 Visitors must sign-in using the sign in system at reception. An ID badge will be provided and should be displayed at all times while on school property.
- 2.3 Visitors must comply with the school Code of Conduct and all other policies.
- 2.4 Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 2.5 Visitors are advised that mobile phones cannot be used whilst on the school premises.
- 2.6 Visitors have a legal responsibility to care for the Health and Safety of themselves and others.
- 2.7 Visitors should be advised that first aid is available at reception and in other areas of the school.
- 2.8 Visitors are to be advised of fire evacuation procedures.

## Exceptions

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. 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.).

## 3. Contractors

All contractors to the school must comply with the following:

- 3.1 Visiting procedures above.
- 3.2 Those new to the school must undertake a contractor induction at the point of signing in.
- 3.3 Must not engage in conversation with pupils/service users.
- 3.4 Must comply with all health and safety policies and safeguarding procedures when working on the school premises;
- 3.5 Must act in a responsible and proper manner.
- 3.6 Must come to a working agreement regarding how they can work on the school premises during the school day.



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## **4. Unidentified individuals**

It is the responsibility of all staff members to politely question any individual inside the school premises who is 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.

Date of policy: 23.04.2024