KILLYLEA PRIMARY SCHOOL

Small School…BIG Opportunities!

VISITOR POLICY

January 2025

INTRODUCTION

At Killylea Primary School we extend a warm, friendly and professional welcome to all visitors, whatever the purpose of their visit.

We have a responsibility to safeguard all the children under our care, on the school site, during school hours, during extra-curricular activities which are arranged by the school and during educational visits to other settings. In doing so, we will ensure that the children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

This policy outlines a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents. We require that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor being escorted from the school site.

This policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including EA support services, sports coaches, topic related visitors)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (e.g. School Improvement Officers, ETI Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Delivery personnel

PROTOCOL AND PROCEDURES:

Reception staff should be aware of any visitors expected to school. Visitors should always make an appointment if possible. If an unplanned visitor arrives, the nature of their business and formal identification should be established **before** they are admitted to the school premises.

All visitors to the school may be asked to produce formal identification at the time of their visit. They must follow the procedure below.

- Doors are locked during school hours and access is restricted to the rear and side of school by black gates. Visitors gain entry via the front door, by pressing a buzzer, and are admitted by school staff only. No visitor is permitted to enter the school via any other entrance and signs will post the way to the front door. On arrival in the school, visitors must report to the office. They must sign the visitor log, recording date, time in, name, reason for visit and car registration, if parked in school grounds.
- All visitors must wear a visitor pass stating their name which must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- Approved visitors will wear **green** lanyards. All other visitors will wear **red** lanyards.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school eg coaches, volunteers, contractors and supply staff.

To qualify for this list, the visitor must:

- Have provided enhanced Access NI clearance
- Have the written authorisation of the principal to travel around the school unaccompanied.

Visitors Departure from School

On departing the school, visitors MUST leave passes back in the office and sign out.

Visitors should leave by the front exit, ensuring door is securely closed behind them

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's pass should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to school office to sign the visitor's book and be issued with a visitor's pass. The procedures under "Visitors to the School" above will then apply.

If the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed promptly. The Principal will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and volunteers must be cleared by an enhanced Access NI check and comply with the procedures outlined above. New volunteers or staff may be permitted to begin working in the school when a Risk Assessment has been completed. They will be fully supervised at all times, until at least an enhanced Access NI certificate is produced.

New staff and governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors. New volunteers will be asked to comply with this policy by staff they first come into school for an activity or class supporting role.

Parent/ Carer Visits

The partnership between home and school is of vital importance in ensuring the best possible education for all our pupils.

Our school prides itself on having good communications with home and provides a range of opportunities for parents/ carers to consult with the school on any matter regarding the education or well-being of their child.

Contact about routine matters such as medical appointments, illness or matters of urgent family importance is encouraged by phone call or via class Seesaw app.

All meetings should be arranged by appointment to discuss any matter which the parent or school wish to raise regarding the education, behaviour or welfare of a pupil.

- On arrival in school, parents/carers should report to the office and sign the visitor's log.
- Parents/carers or others must not go directly to classrooms or the playground without prior agreement.
- All discussions should be conducted in an atmosphere of mutual respect following the Visitors Code of Conduct [see below]. A poster explaining 'Guidelines for Visitors' is on display beside the Visitors' Book.

VISITORS' CODE OF CONDUCT

To support a peaceful, safe school environment within an atmosphere of mutual understanding and respect, the school will not tolerate parents/carers or visitors exhibiting the following:

- disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office area or any other area of the school grounds including team matches or training sessions
- using loud/or offensive language, swearing or displaying temper; threatening to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carer or child, regardless of whether or not the behaviour constitutes a criminal offence
- damaging or destroying school property
- defamatory, offensive or derogatory comments regarding the school or any of the children/parents/carers/staff, at the school on social media sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Principal or the Chair of the Governors, so they can be dealt with fairly, appropriately and effectively for all concerned – see Complaints Policy
- the use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- smoking (including e-cigarettes) and consumption of alcohol or other drugs whilst on school property
- any form of voice recording, image recording on mobile phone or other mobile device

In the very rare event of these guidelines not being followed, the Board of Governors reserves the right to withdraw a parent/carer's or visitor's licence to enter the school premises.

SAFEGUARDING CONCERNS OF A VISITOR:

If a visitor has any safeguarding concerns during their visit they should ask to speak to the Designated Teacher for Child Protection.

If there are any safeguarding concerns about a visitor, the Designated Teacher should be informed immediately and Child Protection policies and procedures will be followed.

RELATED POLICIES:

This policy should be read in conjunction with the following policies:

- Child Protection Policy
- Home-School Communication Policy
- Complaints Policy
- E-safety Policy

POLICY REVIEW:

This policy will be reviewed in January 2028 or in the event of updated guidance or an incident which would necessitate review of procedures.

KILLYLEA PRIMARY SCHOOL VISITOR POLICY	
POLICY DATE:	January 2025
PRINCIPAL'S SIGNATURE:	P Lowry
CHAIRPERSON, Board of Governors, SIGNATURE:	B Atkins
REVIEW DATE:	January 2028