

# Bready Jubilee Primary School



## Visitors in School Policy

**Date Ratified:** 7th April 2025

**Date to be reviewed:** April 2027

**Signature of Chairperson:**

**Date** 7/4/2025

**Signature of Principal:**

**Date** 7/4/2025

# **BREADY JUBILEE PRIMARY SCHOOL**

## **School Visitors Policy and Procedures**

### **1. Aim**

The purpose of this policy is to establish protocol and procedures for visitors to the school, which is understood and can be implemented by staff, governors, visitors and parents. The policy is designed to ensure that children under our care can participate in all activities which take place during the normal school day and enjoy extra-curricular experiences, in an environment where they are safe from harm. The policy also addresses the needs, welfare and wellbeing of all staff supporting our children in the school setting.

### **2. Policy Statement**

While visitors are very welcome to Bready Jubilee Primary School, it remains the responsibility of The Board of Governors to ensure that the security and well-being of our pupils and staff are uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils and staff from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and Principal to ensure that this duty is implemented at all times.

The Board of Governors recognises that child protection and safeguarding procedures are a priority in the life of the school and requires ALL VISITORS (without exception) to comply with the policy and related procedures.

### **3. Policy Responsibility**

Mr David Bogle is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to Mr David Bogle in the first instance.

### **4. Where and to Whom The Policy Applies**

The school is deemed to have control and responsibility for its pupils and staff anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school.

- All visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists).
- All Governors.
- All parents (including parent helpers).
- All pupils.
- Other education related personnel (EA and DE staff, including ETI personnel, Health Care Professionals).
- Buildings and Maintenance Personnel.

## **5. Protocol and Procedures**

### **5.1 Planned visitors to the school**

Where possible the school office/ reception staff should be informed of all prearranged visitors.

- All visitors must report initially to the school office/ reception through the main entrance and should not enter the school at any other entrance.
- At reception, all visitors must state the purpose of their visit, who has invited them and be prepared to produce formal identification, if requested.
- All visitors will be asked to sign the Visitors' Record Book (which is kept by the school office/ reception at all times), making note of their name, organisation, purpose of visit, car registration number
- All visitors will be required to wear an identification badge which must remain visible.
- Through displays at front of school visitors will be made aware of the names of the Designated Teacher for Child Protection and The Deputy Designated Teacher for Child Protection and that any safeguarding issue should be reported to the Designated Teacher, if that person is available, or to the Deputy Designated Teacher if The Designated Teacher is unavailable.
- Visitors may be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for the visitor/s while on site.
- Visitors should leave by means of the main reception area and:
  - Enter their departure time in the Visitors' Record Book.
  - Return the identification badge to the school office/ reception.

**Please note: If any visitor arrives and is unable to produce appropriate identification, he/she may not be permitted to have unsupervised contact with a child.**

### **5.2 Unknown/ unplanned visitors to the school**

- Any visitor to the school site who is not known, will be asked to state the purpose of their visit, who invited them, their point of contact and provide identification.
- Only when personnel at reception are satisfied, the visitor will be admitted to the school and procedures outlined in 5.1 will apply.
- A visitor known to the school not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, he/she should be asked to leave the site immediately and the Principal or the Teacher-in-Charge should be informed promptly.
- The Principal or the Teacher-in-Charge will consider the situation and decide an appropriate course of action which may involve contacting PSNI.
- If an unknown / uninvited visitor becomes abusive or aggressive, he/she will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be requested.

## **6. Governors and regular volunteers/parent helpers**

- All Governors and regular parent helpers must comply with child protection protocol, by completing an Access NI Form.
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction.
- New parent helpers will be asked to comply with this policy at their Induction meeting, before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised.
- Permission must be approved by the Principal before any such visit takes place.
- All regular parent helpers must be approved through AccessNI protocol, as stated above 5.1.

## **7. Contractors/ Workmen**

- Contractors/ workmen should follow the procedures set out in 5.1.

## **8. Staff development**

- As part of their induction, new staff will be made familiar with this policy for and asked to ensure compliance with its procedures at all times.

## **9. Linked policies**

This policy should be read in conjunction with other related policies, including:

- Safeguarding/ Child Protection Policy
- Health and Safety Policy
- Access to Teachers Policy
- Volunteers in School Policy

Designated Teacher:

Date Agreed:

Date of Review

Signed by the Chair of Governors: