

Tempo Primary School



Visitors' Policy and Access to Staff/Pupils

February 2025

Date ratified by Board of Governors: _____

Signed: _____ (Chair of the Board of Governors)

Principal: _____

Date: _____

"One more step along the world I go."

VISITORS' POLICY (INCLUDING ACCESS TO STAFF/CHILDREN)

ETHOS AND MISSION STATEMENT

At Tempo Primary School, we welcome families from all backgrounds. Our Christian values are the foundation upon which we build caring and inclusive relationships within our school community. We provide high quality teaching and learning through a nurturing, child-centred approach. We encourage everyone to achieve their full potential within a supportive learning environment'.

Mission Statement

- To provide an environment where children feel safe, happy and secure.
- To provide high quality teaching experiences designed to include everyone and help us succeed as a school community.
- To provide effective leadership on all levels and promote positive relationships based on core values.
- To work alongside parents and governors and external agencies to deliver the agreed aims of the school.

RATIONALE

At Tempo 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. 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. Additionally, we believe that staff, parents/carers and children are entitled to a safe and protective environment in which to work.

Behaviour that will cause harassment, alarm or distress to any member of staff, governor, parent, carer or child is contrary to the aims of the school and is unacceptable.

The purpose of this policy is to provide a reminder to all parents/carers and visitors to our school about expected conduct. We can then continue to flourish, progress and achieve, in an atmosphere of mutual understanding and respect.

AIMS OF THIS POLICY

The aims of this policy and its associated procedures are to:
protect the pupils and staff from harm both during and outside of school hours when they are on our site; and

to promote effective and meaningful liaison between school staff and the wider school community.

We have a statutory duty under the Health and Safety at Work Act 1974, the

Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and a common law duty to ensure that, so far as is reasonably practicable, the school premises are safe and that visitors to school come to no harm.

We also have a duty of care to our staff and children to ensure that they are safe from harm and therefore we expect visitors to adhere to this policy and child protection procedures.

OBJECTIVES OF THIS POLICY

The key objectives of this policy are to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors, and parents/carers. The protocol and procedures should conform to child protection guidelines and prevent unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children and staff anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

- All staff employed by the school (teaching and non teaching)
- All external visitors entering the school site during the school day or for after school activities (including EA support services, peripatetic tutors, sports coaches, topic related visitors etc.)
- All governors of the school
- All parents/carers and volunteers
- All pupils

- Other Education related personnel (e.g., Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises
- Delivery personnel

We encourage parents/carers and other members of our community to visit our school and believe that there are many potential benefits which can result from increased interaction with the community. At the same time, the school must endeavour to protect children and staff from harm, that the delivery of the curriculum is not disrupted and to protect the school's facilities and equipment from misuse or vandalism.

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school building. Achieving the desired balance will lead to increased parent/carer involvement, a better understanding of how the school operates and the challenges facing the school and an increased sense of collaboration and co-operation between the community and the school.

Access to the school's premises/particular classrooms or the school may be restricted upon recommendation by the principal. The principal, acting on behalf of the Board of Governors, has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits.

The principal will consider the purpose of any visit, the impact of the visitor's presence and the relationship of any visitor to the children.

School staff shall seek to ensure that parents/carers and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a co-operative relationship between home, school, and community.

Protocol and Procedures

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. 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 under any circumstances.
- On arrival in the school, visitors must report to the office. They must sign the visitor log, recording date, time in/ out, name, reason for visit and phone number.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

- All visitors are required to wear lanyard identifying themselves. This should be for example, an official EA or WHSCT lanyard or a Tempo PS Visitor lanyard will be provided at the office. This should be returned to the office when signing out.
- For pre-arranged visits, our school secretary should be informed of the date of any visit, their name, their host, and the purpose of the visit.
- Visitors should ensure they do not use any photographic devices or voice/video/recording devices whilst in the building, without consent.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Visitors Departure from School

On departing the school, visitors **MUST** leave via the front door and record their departure time in the visitor log alongside their arrival entry.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not known to school staff (e.g., EA Staff) or wearing a Tempo PS Visitor Lanyard should be informed of the need to sign in at reception. If the visitor refuses to comply the principal should be informed immediately.

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 will be called.

Volunteers

Volunteers engaging in regulated activity (DENI Circular 2024/10) must be cleared by an Access NI check and comply with the procedures outlined above.

New staff & governors will be made aware of this policy and its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

Parent / Carer Contact or Meetings

The partnership between home and school is of vital importance in ensuring the best possible education for all our pupils. The importance of meaningful, regular, and positive liaison between parents/carers and staff cannot be overstated. We believe the education of our children is a partnership between home and school, therefore, we value the excellent support we receive from our parents/carers. The positive relationship which exists between parents and staff at Tempo Primary School is very special and is to be celebrated.

Guidelines are necessary to ensure communication between staff and parents/carers is as effective as possible. We welcome all opportunities to talk to parents and carers. Contact about routine matters such as medical appointments, illness or matters of urgent family importance is encouraged by phone call or email.

Parents/carers are asked to adhere to the school's guidelines when seeking contact with their child's teacher. It is inappropriate for a parent/carer to arrive in the classroom during the school day to speak to the class teacher or to expect to speak to a teacher on the telephone while he/she is teaching. Obviously, there will be exceptional cases where a parent/carer will need to speak to a teacher urgently.

The Board of Governors endorses the school's arrangements for effective parent/carer - teacher communication as set out below.

- All meetings should be arranged by appointment to discuss any matter which the parent or school wishes to raise regarding the education, behaviour, or welfare of a pupil. Parents/carers are advised that teachers will respond during the school day when it is convenient for him/her to do so.
- In the cases of more sensitive matters that are causing concern, an appointment should be made, and the issues clarified in advance to enable the parent/carer and the member of staff to make appropriate preparation. If a parent/carer requires a meeting with a member of staff, this should be arranged in advance. This means the member of staff will be able to allocate quality time for the meeting. This appointment should be made through the school office.
- On arrival in school, parents/carers should report to the office.
- Parents/carers must not go directly to classrooms or the playground without prior agreement.
- All discussions should be carried out in an atmosphere of mutual respect.
- Courteous, tolerant, and non-aggressive behaviour is expected.
- Parents are not required to wear visitor lanyards for normal school visits e.g. parent meetings.

Conduct of Visitors

We expect staff, parents, and other visitors to behave in a reasonable way. Abuse of any form will not be tolerated. We want to ensure all members of the school community, and all visitors to the school, can be confident that they are operating within a safe environment. Some examples of types of behaviour that are considered unacceptable and will not be tolerated include:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches or training sessions.
- Shouting either in person or over the telephone
- Physically intimidating a member of staff, e.g. standing very close to her/him
- The use of aggressive hand gestures
- Threatening behaviour
- Swearing
- Any physical contact e.g. Pushing, hitting, spitting.
- Racist, sexist, or derogatory comments.
- Aggressive or threatening behaviour towards staff or their families via social media, phone (including text/WhatsApp) or email.
- Threatening to do actual bodily harm to a member of school staff, school 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.

Unacceptable behaviour may result in the police being informed of the incident.

Parents/Carers and Visitors should adhere to the following:

- Follow the school's signing in and out procedure.
- Respect school staff and support them in all they do.
- Set a positive example.
- Ask staff in the school about their view on an incident.
- Ensure that your child knows how to behave in school and towards others.

CONTRACTORS ON SCHOOL PREMISES

When working on the school premises, contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures. We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

SERIOUS BREACH OF CODE OF CONDUCT

The Board of Governors reserves the right to put in place arrangements for addressing the most serious situations where the approach of a visitor might amount to harassment of staff, children, or other members of the public. These arrangements include the Board of Governors seeking to put in place an injunction to restrain any such person from coming onto the school premises.

Any individual causing disruption to the operation of the school or harassing pupils, staff, or members of the public, shall be directed to leave the school premises immediately and the police called if necessary. Thankfully, such situations are rare in the school system, and we trust unlikely to ever occur in the context of our school.

In the very rare event these guidelines are not followed:

- The Board of Governors reserves the right to withdraw a parent/carer's permission to enter the school premises.
- Any proposal to withdraw a parent's/carer's permission will be communicated in writing to the parent/guardian. This will include an opportunity to respond in writing within one working week to the proposed action.
- After that time, any decision to withdraw permission to enter school premises will be communicated in writing to the parent/carer.

- Parents/carers will have a right of appeal in person or in writing to an Appeals' Committee of the Board of Governors, whose decision is final.
- Any such decision is open to review by the Board of Governors.

CONCLUSION

We would expect that parents/carers would make all persons responsible for collecting children, on their behalf, aware of this policy.

The Board of Governors, Principal and staff would like to thank parents/carers for their co-operation and support in this matter and look forward to working together to further strengthen the home/school partnership.

REVIEW OF POLICY

This policy will be reviewed every three years or in line with new legislation / recommendations.