



**Cranbrook**  
Primary School

## **Visitors Policy**

**Reviewed: October 2021**

**Next Review: October 2023**

**Signed by Chair of Governors:**

**Signed by Headteacher:**

**Visitors Policy objectives:**

- To ensure that all visitors are aware of their responsibilities within school
- To ensure that the children's education is safe and secure
- To ensure that the curriculum is enriched by the use of individuals and groups who have specific skills and expertise

**Definition of Visitor:**

In this context, a visitor will be any adult/ young person who comes into school during the school day. This may include:

- Volunteers
- Visiting Governors or CFA members
- Parents supporting children in class, attending classes / events or attending meetings
- Supply staff
- Professionals who are assisting with curriculum delivery eg sports coaches, LBR Drama Centre and Music Service
- Outreach Professionals who are working with specific children eg Educational Psychologist, Therapists, staff from Hatton and New Rush Hall Schools and the School Nurse
- Adult contractors who are on site to make repairs or test equipment
- Young people on work experience or persons on teaching placements

**Responsibilities and Procedures:**

Senior staff will be on the gates each morning to greet parents and children. Staff will be on the staircase doors each morning to assist children and are responsible for closing doors.

When inviting visitors onto the premises, staff need to be clear as to the reason why the invitation is being offered, the nature of the work to be undertaken and the way that the work will be monitored and evaluated. It is also important that the visitor is clear about why they are present in school. Details of the school visit should be noted in the school diary.

DBS checks are carried out or checked for all persons working with children eg coaches, supply staff and outreach workers and where appropriate, entered on the Single Central Register.

Visitors must not be left alone with children unless their DBS check has been seen and their identity validated.

The signing in procedure: No one may enter the school building without signing in at the School Office. They are also required to sign out upon leaving. Responsibility for letting visitors into school and ensuring that they are checked appropriately is done by the admin staff except when it is before or after regular hours when it is done by the Site Team.

All visitors will be asked to sign in and provide details such as mobile number, car registration, company and who they are here to see via our inventory system located at the school office foyer. During this process the visitor is asked to read our 'Visitors Agreement' which consists of the following information:

- In the event of a fire
- Child protection
- Safeguarding against extremism and radicalisation
- No mobile use

In addition to the above we have current COVID posters/info in the school office foyer and a QR code for visitors to scan for the NHS Test and Trace app. Masks and sanitiser is also available at point of entry and sanitiser stations are located throughout the school. We also have a head thermometer to check temperature levels and ask whether the visitor has any of the symptoms relating to COVID.

After agreeing the terms set out, the visitor would then go on to enter the relevant information we require and a picture is taken of them and printed out for them to wear at all times during their visit. When the visitor is departing they will need to sign out on the Inventory system and hand back the printed picture to the admin team.

Visitors who have been involved in curriculum delivery should be given the opportunity to evaluate their experience, as should the receivers of the curriculum so as to explore the extent to which that the aims of the session had been met. This will help the school and the visitor decide whether or not any future collaboration would be beneficial. This is especially important in the case where the visitor has been paid for their input eg a Theatre In Education Company.

This policy will be reviewed bi-annually or sooner if changes are made to procedures. The next review will be October 2023