



# Severne Primary School

## Visitor Policy

**Respect • Succeed • Celebrate**



## Visitor Policy

At Severne Primary School we follow:

The policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent strategy.

School adoption date:

September 2022

School's review date:

September 2023

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education DfE 2022
- Severne Parent's Code of Conduct
- Birmingham City Council's staff codes of conduct
- Visitor Procedures during Corona Virus Pandemic

### 1. RATIONALE

Visitors are welcome to Severne Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

The policy applies to:

- All visitors invited to Severne Primary School.
- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

### 2. AIMS AND OBJECTIVES

It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Severne Primary School can learn, enjoy and benefit from extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to safeguarding and child protection guidelines.

When arranging visiting speakers, staff will be mindful of the suitability and backgrounds of visitors being invited into the school and must ensure that suitability is confirmed. Appendix 1 is a checklist which can be used by staff to help evaluate the suitability speakers, or organisations and groups running events for pupils on school premises.

### 3. VISITORS INVITED TO THE SCHOOL

The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit should be recorded in the school diary.

- All visitors must report to reception first-they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in using Inentry.
- All visitors will be required to wear a label.
- Visitors will then be escorted to the 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out using Inentry and return their identification label to reception.

Visitors whose purpose is to work with students in some capacity:

- Visitors may work with students in a variety of capacities, for example, to

deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals).

- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students.
- If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.
- Any Visitor delivering a lesson must comply with the Schools Mobile Phone Policy.
- All pupil registers must be returned to the class teacher at the end of the class.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building.

- Mobile phones must never be used to take photographs/videos in the school building or grounds.
- Staff mobile phones will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school texting system will be used to send each family a text message informing them of the change of circumstances. It is therefore imperative that parents supply school with more than one up-to-date emergency contact number and email address.
- We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.

#### 4. EXTERNAL AGENCIES AND SPEAKERS

At Severne Primary School we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

All External Agencies and Speakers must read the Visiting speakers agreement. (Appendix 2)

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students

#### 5. UNKNOWN/ UNINVITED VISITORS TO THE SCHOOL

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in using Inventry and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team 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.

#### 6. GOVERNORS

- All governors have DBS clearance.
- Governors should wear their id lanyard at all times.

- Governors should sign in and out using the Inventory system. New governors will be made aware of the policy and familiar with its procedures as part of their induction.

#### 7. STAFF DEVELOPMENT

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

Policy reviewed: Sep 2022