# F:\Harrowbarrow-Logo-Blue-LowRes.jpgHARROWBARROW SCHOOL

Visitors Policy

**Aim**

To safeguard all the children during school hours, ensuring Harrowbarrow School children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

**Objectives**

To have 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 child protection guidelines as set by the DfE (see www.teachernet.gov.uk): preventing unsuitable people from working with children and young persons in the education service.

**Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils 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 external visitors entering the site during the school day or during after school activities (including peripatetic music teachers, sports coaches and topic related visitors e.g. storytellers, life guards etc.
* All governors of the school.
* All parent and volunteer helpers.
* All work experience students.
* Education professionals e.g. educational psychologists, school nurse etc.
* Building and maintenance contractors

**External Visitors to Harrowbarrow School**

All staff are required to be familiar with the school’s Child Protection & Safeguarding Policy (accessible via the policy file or school website) in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff.

**Protocol and Procedures**
**Visitors Invited to the School**

a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.
b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and are informed of the procedure for visitors as set out below.

* All visitors must report to reception first - do 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.
* All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times.
* All visitors will be required to wear an identification badge.
* 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.

c) On departing the school, visitors should leave via reception and:

* Enter their departure time in the Visitors Record Book

**Unknown/uninvited visitors to the school**

1. 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
b) They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures for invited visitors then apply.
c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or senior teacher should be informed promptly.
d) The Headteacher or senior teacher will consider the situation and decide if it is necessary to inform the police.
e) 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.

**Dissemination**
This policy is publicised to all in the school community through the school website and a copy is kept for viewing in the policy folder in the school office.

**Monitoring and evaluation**

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

**Additional elements in response to the Covid-19 pandemic**

The DfE Guidance for full opening: schools (September 2020) states that we should *‘minimise contact between individuals and maintain social distancing wherever possible’.*

Where possible, visitors to the school should be limited to those deemed fundamental to the provision of essential services or those seen as integral to children’s education. It is important that standards of property compliance are maintained to ensure the safety and welfare of all site users. However, contractors should be encouraged to undertake these visits outside of curriculum time where possible. Education professionals, such as educational psychologists, may be able to participate in virtual meetings rather than face to face meetings on site.

No visitor may enter the school if they display any of the symptoms of Coronavirus. The details of this policy must be shared with all visitors on arrival.

**Risk assessment**

The school expects that most visitors will have due regard to the Covid risk assessment of the organisation they represent. This should be shared with the school and the school Covid risk assessment must be made available to all visitors on arrival and is also on the school website. The headteacher will check all external risk assessments and only agree to visits where protective measures are considered adequate. Where an individual is unable to supply a risk assessment they must comply with the schools’.

**Use of Personal Protective Equipment**

The DfE guidance states that ‘*in primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.*

We request that all non-educational visitors wear face coverings inside the building. Visiting professionals who work with staff or pupils will need to wear PPE, such as face coverings, where it is deemed necessary e.g. they are clinically vulnerable or they cannot maintain acceptable social distancing during their visit. They must be made aware of this in advance of the visit or on arrival at the reception. The school will not provide PPE for visitors as they must supply their own.

**Hygiene measures**

The DfE states that ‘s*chools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival’.*

On arrival at the school office, visitors will have to use the hand sanitiser provided to clean their hands. On departure the process should be repeated. For those visitors who work with children, they may need to repeat this hygiene measure, either with hand sanitiser or soap and water, if required to move around the school from classroom to classroom.

Visitors will also be briefed about expectations on social distancing to ensure the risk of transmission is reduced. 2m should be maintained at all times between visitors and staff and visitors and children. Where this cannot be ensured, visitors must wear an appropriate face covering.

Where visitors have to work in part of the school for a sustained period of time, sanitising wipes will be provided for them to wipe down the table and chair they have been working at e.g. working 1:1 with a child in the Rainbow Room.

**NHS Covid App**

All visitors that have to enter the building through the school office, are encouraged to register their presence using the QR code displayed in reception. This does not apply to delivery personnel who will mostly leave good outside the office or just inside the doorway.

**Visitor records**

Details of all visitors must be recorded in the daily visitor book to support test, track and trace procedures in the event of a positive Coronavirus test in our school community. All visits to the school must be pre-agreed with the headteacher or school business manager.

Policy reviewed September 2020.

Updated: November 2020

Agreed by governors: October 2020