



**OUR LADY
AND ST HUBERT'S**
CATHOLIC PRIMARY SCHOOL

School visitor protocol

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Date created/updated:	1 st September 2023
Ratified by:	Local Governing Board
Date ratified:	19 th September 2023
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Policy Review Date:	September 2025
Post Holder Responsible for Review:	Local Governing Board Ms O'Beirne



School Visitor Protocol

Statement

The principal assures all visitors of a warm, friendly, and professional welcome at Our Lady and St Hubert's, whatever the purpose of their visit.

Our Lady and St Hubert's have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse, or nuisance. It is the responsibility of the Governing Body and senior staff in each school to ensure that this duty is always uncompromised.

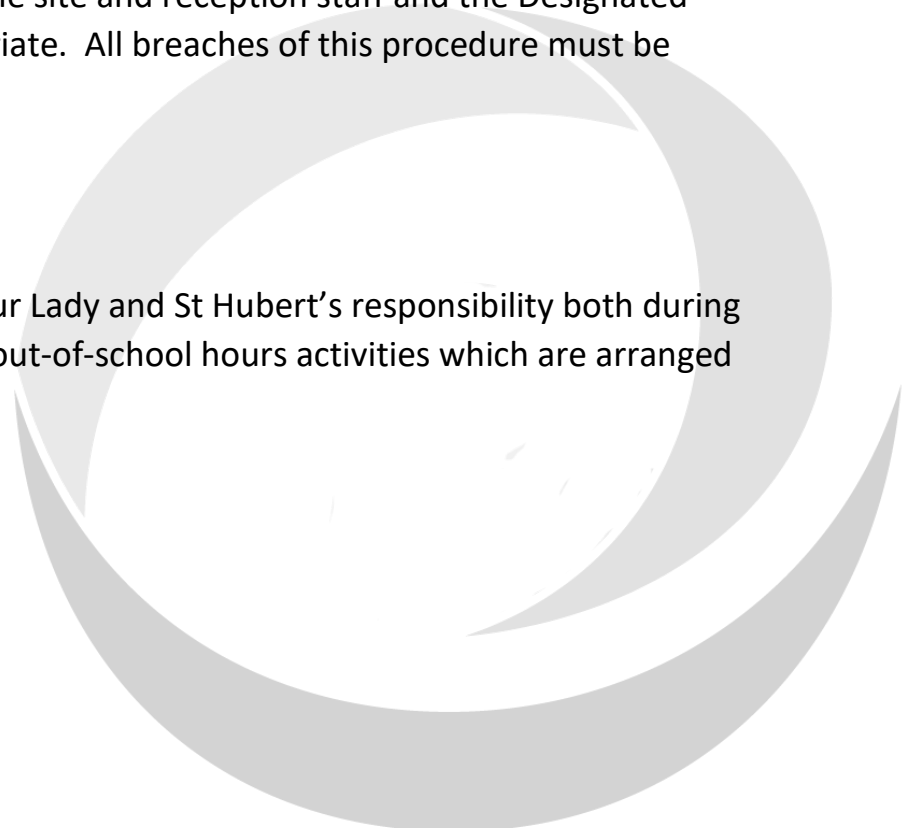
In performing this duty, there can be no complacency where child protection and safeguarding procedures are concerned. Our Lady and St Hubert's School therefore require that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Responsibility

The principal is the member of staff responsible for the implementation, coordination, and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the principal.

Aim

Safeguarding all children is Our Lady and St Hubert's responsibility both during school hours curriculum and out-of-school hours activities which are arranged by the school.

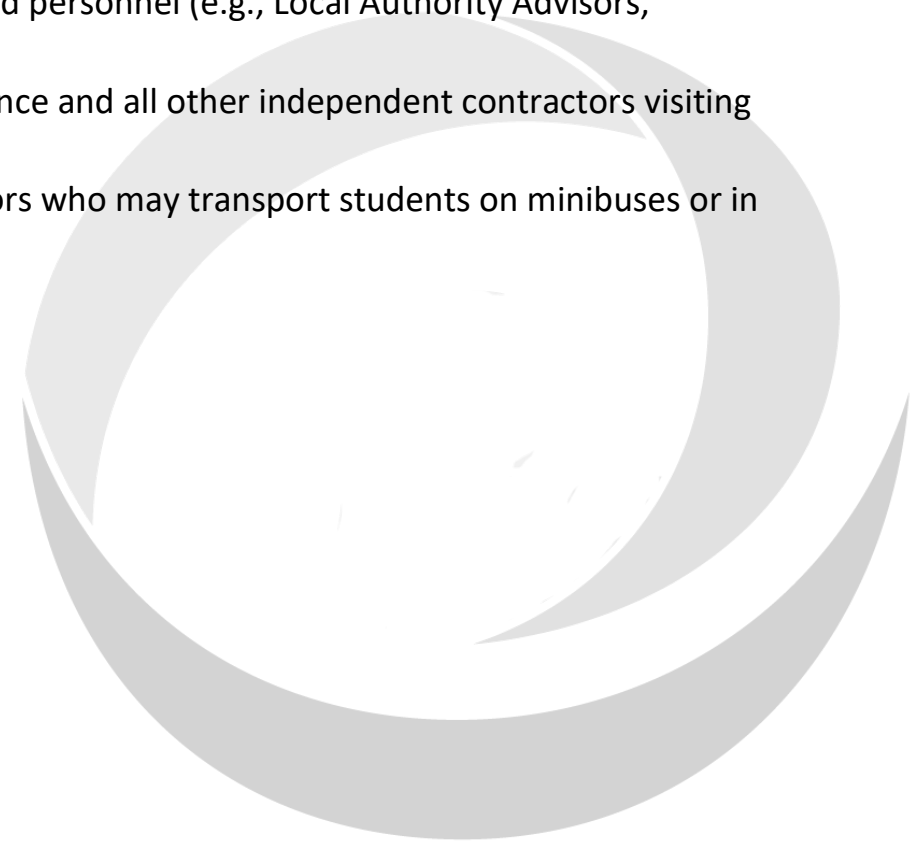


Objectives

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 and conforms to child protection and safeguarding guidelines.

Where And to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e., within the school boundary), during normal school hours, during after-school activities and on school-organised (and supervised) off-site activities. The policy applies to:

- › All staff employed by the school.
 - › All external visitors entering the school site during the school day or for after school activities (including but not limited to police persons, peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists).
 - › All Governors of the school.
 - › All parents and volunteers.
 - › All pupils.
 - › Other education related personnel (e.g., Local Authority Advisors, Inspectors).
 - › Building and maintenance and all other independent contractors visiting the school premises.
 - › Independent contractors who may transport students on minibuses or in taxis.
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Protocol And Procedures

Visitors To the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure detailed below.

Once on site, all visitors must report to reception via the main entrance. No visitor is permitted to enter the school via any other entrance under any circumstances.

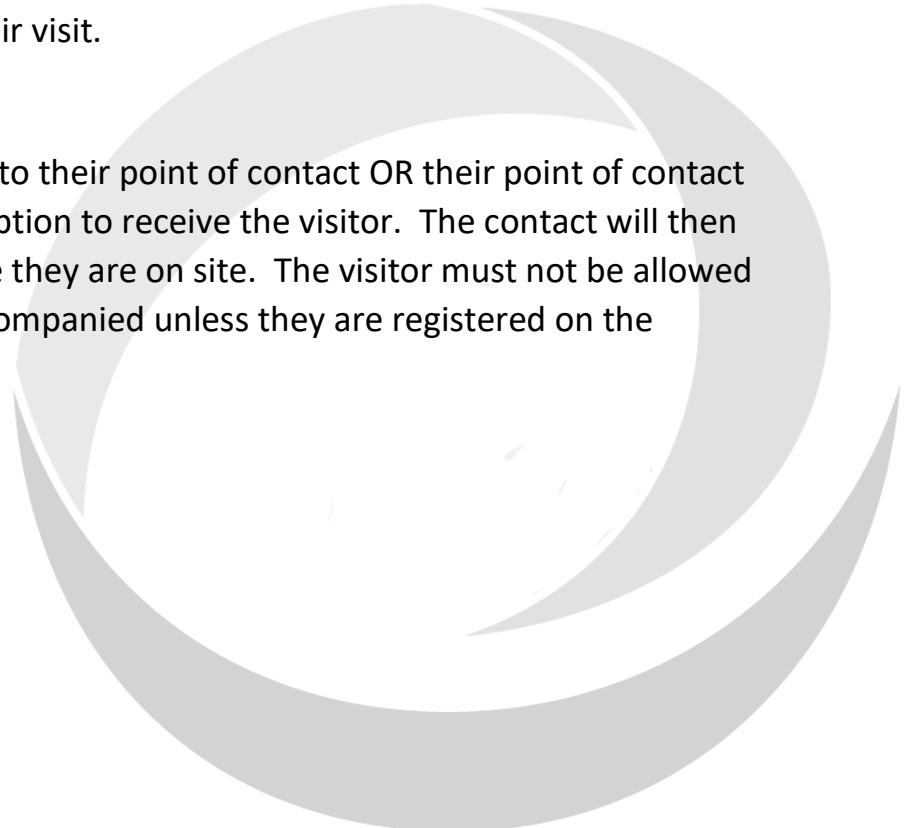
At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign in using the In Ventry screen at reception, which records name, organisation, who they are visiting and car registration.

All visitors will need to read the safeguarding information provided when signing in to ensure that they have been informed of our procedures.

All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the approved visitor list.



Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check, and this has been registered on the school's Single Central Record AND
- b) A current clear DBS children's barred check has been undertaken AND
- c) A letter has been received from the employer that pre-employment checks have been undertaken.

Visitors on the approved list **MUST** follow the same procedures on entry to the premises (i.e., come to reception and sign in using the app).

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- > A member of staff should escort the visitor to the reception.
- > Sign out using the app at reception.
- > Return the identification badge to reception and depart through the front entrance.
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Unknown/Uninvited Visitors to The School

Any visitor to the school site who is not wearing a visitor's lanyard 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 the app and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply. If the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Leadership Team informed.

The Senior Leadership Team member 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 be warned that if they fail to leave the school grounds, police assistance will be called for.

Governors And Volunteers

All Governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the school office.

Thereafter, procedures as per above should apply. Please note that Governors should also sign in and out using app.

New Governors will be made aware of this policy and made familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

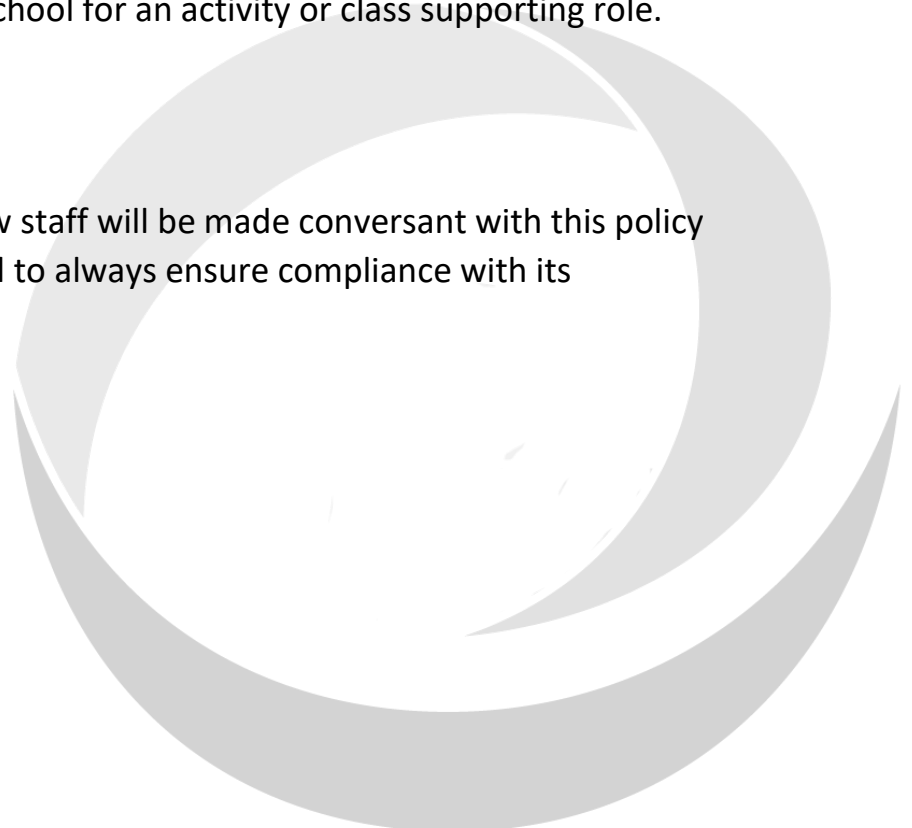
Staff Development

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to always ensure compliance with its procedures.

Linked Policies

Safeguarding Policy

Health and Safety Policy



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Policy has been approved and adopted by Our Lady and St Hubert's Catholic Primary School on 19th September 2023 and will be reviewed in September 2025.

Signed by the Chair of the Local Governing Body for Our Lady and St Hubert's Catholic Primary School :

Mr Bernard King

Bernard King

Signed by the Principal for Our Lady and St Hubert's Catholic Primary School

Ms O'Beirne

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