

# OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL



In our school we believe that each person is unique and created to flourish in God's image.

We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.

## **Visitor Policy**

Our Lady Queen of Peace RCVA Primary School is committed to welcoming visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum and to enhance school life.

### **Aim of the Policy**

To ensure children at Our Lady Queen of Peace RCVA Primary School have rich and varied opportunities in which they can learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm.

### **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.

### **Where and to whom the policy applies**

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic teachers, sports coaches and topic related visitors)
- All Governors of the school
- All parents
- All pupils
- Education personnel (Local Authority Advisors, Inspectors)
- Buildings & Maintenance Contractors

### **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 or member of staff 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 the office first – visitors must not enter the school via any other entrance other than the main school entrance at the front of the school. (If a visitor arrives when the children are on the playground a member of staff must accompany them from the gate to the main entrance.
- 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 the reception area.
- All visitors will be required to wear an identification badge or sticker identifying who they are, or the fact they are a visitor to the school.
- Visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site.

c) On departing the school, visitors should leave via the main front door and enter their departure time in the Visitors Record Book.

### **Unknown/Uninvited Visitors to the School**

a) Any person on the school site who is not wearing an identity/visitor badge should be challenged politely to enquire who they are and their business on the school site.

b) They should then be escorted to main entrance to sign the visitor's book and be issued with a visitor 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, Deputy Headteacher or Office Staff should be informed promptly.

d) The Headteacher, Deputy Headteacher (or Office Staff if neither is available) 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.

### **Regular Visitors to the School**

Regular supply teachers, sports coaches and peripatetic teachers must present evidence of their DBS processed by their agency. All other visitors to the school will be required to undergo an enhanced DBS check processed by the school, before they work with children.

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.