



Marazion School

Visitor Policy

November 2024: Reviewed by Headteacher, Business Manager and Link Governor for Safeguarding

Approved by FGB: November 2024

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objective of this policy is 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/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- Teaching and non-teaching staff employed by the school
- External visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors invited to the School

Before a visitor is invited to the school, the Headteacher or Assistant Headteacher are informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal photographic identification and to hand their personal and/or work mobile phones into the School Office.

All visitors enter the school building through the main door and report to administration staff in the office.

All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.

All visitors are required to sign in electronically at the main entrance to the school. Visitors are then provided with photographic identification.

All visitors are required to wear photographic identification.

Visitors are 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.

Any visitors who are working on site, for example carrying out building work or health and safety checks, are monitored by the Business Manager, School Secretary or Caretaker.

On departing, visitors leave via the main entrance to the school and sign out.

Fire Evacuation Procedures

All visitors must read and be aware of the fire evacuation procedures and be aware of the both most appropriate fire exit and collection point – this information is displayed at the main entrance of the school.

Safeguarding

All visitors must read and be aware of the safeguarding single agency induction training information. This information is on screen when signing in electronically and also given to visitors as a paper copy to read.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with a photographic identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and an emergency call is made if necessary. The Headteacher, Assistant Headteacher or Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, an emergency call is made and 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.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS check. New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

Please note that if any visitors are found to be promoting extremism of any kind then they will be asked to leave the premises. The police will be informed and the visitor may be banned from the school premises.

Linked Policies

This policy should be read in conjunction with other related school policies: including: Child Protection; Safeguarding; Confidentiality; Health and Safety; Fire Safety.

Monitoring and Evaluation

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