



## VISITORS TO SCHOOL/SITE SECURITY POLICY

### OVERVIEW

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school and that all reasonable precautions are taken in ensuring the safeguarding and health and safety of visitors.

A visitor is classed as anyone who is not a pupil or a member of staff currently employed at Norwood Primary School.

### OBJECTIVES

1. To prevent unauthorised persons from entering the school building.
2. To prevent unauthorised persons from coming into contact with children unsupervised during school hours.
3. To make visitors welcome.
4. To ensure that visitors and their whereabouts are monitored.
5. To monitor visitors during their time in school.
6. To be able to account for, and locate, visitors at all times.
7. To ensure visits are purposeful and made at mutually convenient times.

### STRATEGIES

- External doors will be kept securely closed and visitors will be directed to the main entrance and to the main office.
- All visitors must report to the school office immediately on arrival where they will be welcomed and asked for their details and for the name of the person they need to see.
- The visitor will sign themselves into the visitors' book and be signed out as they leave.
- Each visitor will be given an identification sticker that must be worn visibly at all times.
- Regular visitors' (including supply teachers, parent helpers, Governors and people from external agencies, who work regularly with children, will be issued with identification badges and these must be returned to a member of the office staff, who will then sign them out.
- Visitors must wait in the reception area until received by an appropriate member of staff. That person will be responsible for them during their time in school and will escort them back to the office at the end of their visit.
- Visitors will be accompanied, or supervised, during the whole of their time in school by a member of staff.
- The Premises Manager/Officer will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to them if they are not already known to them. He will alert senior staff of their presence.
- The Head Teacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.

- All members of staff must question any stranger they meet who is not wearing identification or who is acting suspiciously.
- If visitors feel unwell or suffer an accident whilst on school premises, they should report to the office in order to access first aid facilities and assistance from a qualified first aider.
- Parents should be made aware that they are fully responsible for their children up to 8.30am when a member of staff will be on the playground. The doors to school and the classroom open at 8.35 am and the whistle is blown at 8.45am. This is a signal for parents/carers to leave. The gates are locked at 8.50am, by which time parents/carers should be off site unless attending a morning activity session.
- When collecting their children from clubs, parents/carers must wait in the playground where the club leader will release the children to their parent/carers or a named adult by agreement.
- When collecting children for a medical appointment, parents/carers are asked to remain in the office area while the classroom is contacted and the children escorted down.
- Children must not allow visitors in at the front door even if they are known to them.
- Staff should sign the signing in/out book if they leave the site during the school day.
- Parents/carers and visitors should sign in for all in school events and other parent events. Exceptions to this policy include:
  - PTA social events after school or in the evening
  - Christmas performances
  - Shows or Performances
  - Waiting to see children off on residential holidays
  - Parents accompanying their children in Reception for induction days or the first two weeks of starting school.

The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises.

The school will not tolerate abusive and threatening behaviour by visitors on site. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them. The school also reserves the right to inform aggressive visitors in writing that they are banned from the school site without prior appointment.

*(See also **Managing Violent and Abusive Visitors to School Policy**)*

## **OUTCOMES**

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

## **REVIEW**

This policy will be reviewed every 3 years or sooner if required by the Business and Resources Committee of the Governing Body.