



Portreath School Visitor Policy

Covid-19 Addendum

Please note that due to Covid-19 and government guidelines all non-essential visitors are not permitted on site at present. This is being reviewed regularly.

Written by	Cassie Pamplin in consultation with Staff
Updated	March 2021
Next Review Date	March 2024
Related Policies	Staff and Volunteers Code of Conduct Child Protection Policy

The school encourages parents and other people to visit Portreath School and believes that there are many potential benefits which can result from increased interaction with the public.

At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school operates, the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school.

Limitations may be placed on visitors to avoid disruption to school operations and to safeguard pupils. The Head Teacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the head teacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students.

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.

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.

All visitors must report to the school office when arriving or leaving the school premises. Notices shall be displayed indicating that all visitors are required to register with the school office. 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 shall be requested wear the relevant lanyard provided by the school whilst on site. A red lanyard is a visitor that has no safeguarding checks. They must be escorted at all times by a member of staff. Staff and pupils will challenge an unaccompanied red lanyard wearer. Amber lanyard is a visitor that is not staff, but may be an approved visitor, governor or volunteer. They have a DBS. They do not need to be escorted on the premises. Green lanyard wearers are professional visitors such as supply teachers.

We have a visitors' notice that must be read and abided by, by all visitors:

WELCOME TO OUR SCHOOL
(All visitors please read)

Portreath Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Notice to Visitors

Safeguarding children – If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

Health and Safety

Your safety and well-being during your visit are important to us. As a visitor, you have a legal duty of care for the Health and Safety of yourself and others. If you are involved in, cause or witness an accident, you must report this before you leave the premises.

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency

If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated point in our playground by the field. Do not re-enter the building until you are told that it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the school office.

Smoking

It is against the law to smoke on the school premises.

Mobile Phone use

Please refrain from your using your mobile phone whilst onsite – unless require for professional / emergency usage.

Property or Vehicle

The school accepts no responsibility for any loss or damage to visitor's property or vehicle.

Preventing Radicalisation & Extremism

All visitors should be aware that we are committed to preventing radicalisation and extremism. Visitors invited to speak to children will be supervised at all times.

We also provide tier one safeguarding training leaflets to all new visitors.

Usual Visitors Include:

- Parents/Carers of pupils in school and those interested in admitting pupils.
- Adults seeking employment or voluntary work in school
- Teachers/student from other educational establishments on experience visits
- Tutors of Students on placement
- Students on placement
- Staff from the Crofty MAT
- Contractors
- Professional Agencies
- Governors
- Visiting speakers linked to our curriculum or for enrichment purposes

Possible Reasons for Visits:

- Invited for a tour of the school
- Invited to visit a specific lesson
- Taking a specific lesson
- Attending a specific meeting
- Attending a public event
- Taking lunch with pupils
- Working with specific pupils

- Working on site
- Visiting Staff

Other General Requirements for Visitors to the School

Whenever possible, visitors should obtain authorisation from the headteacher or another member of SLT in advance. At the discretion of the head, such prior authorisation may be required. Visits may be prohibited at certain times such while standardised testing or other assessments are being conducted.

All school visitors must comply at all times with the school's policies, administrative rules and regulations including those relating to safeguarding pupils and the school's duty to prevent extremism and radicalisation (see policies section of website).

We do not allow any visitors into our school who we deem to be involved in any extreme political or religious organisation. If we think there is a chance that the visitors may be trying to radicalise or overly influence the children then they will be escorted from the premises and will not be permitted back in. We take British Values and the rule of law very seriously and we expect our visitors to act in accordance with these values.

Parents, visitors and contractors are respectfully requested not to use their mobile phones within the school building. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Individuals are only permitted to take images or make recordings on a mobile phone where this has been previously registered – see Use of Images policy. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Visitors to Classrooms and other Teaching Areas

Access to particular classrooms or other instructional areas of the school may be restricted. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

- Remaining in a designated place or seat
- Refraining from speaking to students while the class or activity is in session
- Refraining from entering or the leaving the areas while an activity is underway
- Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building
- Requiring that the visitor be chaperoned
- Limiting the duration of the visit to particular times or length of time
- Limiting the activities of the visitor to a particular purpose(s)
- Designated particular routes of travel in the building or upon the school grounds

Special Situations

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

The headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the head teacher.

DBS Checks

All volunteer helpers and any individual employed on a short term basis to work with pupils must, like all staff and Governors have a valid DBS check.

Visitors, who are in school for a “one off” visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a DBS check, but must be chaperoned. Staff from agencies including charities coming to school to work must have a DBS check.

Exceptions to Visitor Requirements

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours may be exempt from some of the requirements above.