

Gossops Green Primary School



Visitors to Site Policy

Last Reviewed on: February 2025
Next review due by: February 2027
Staff Member Responsible: Deputy Principal

OUR VISION
'Delivering equity through education, nurture and ambition'

At Gossops Green Primary School, we believe that every child has the right to succeed, to meet their full potential and to understand that high aspiration and dreams are rightfully theirs to own and pursue, whatever their starting point in life might be.

EQUALITY **EQUITY**



Statement of intent

This policy is designed to outline Gossops Green Primary School's procedures regarding visitors to the premises.

This visitor policy is for the safety of our pupils and staff, and we ask for co-operation from staff, pupils, parents/carers and visitors.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work Act - 1974
- DfE: 'Keeping children safe in education' - 2024
- Childcare Act - 2006
- Education Act - 1996
- Prevent Duty Guidance – 2023
- Working Together to Safeguard Children – Dec. 2023

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- TCT Health and Safety Policy

2. Authorisation

- Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01293 525449 or by emailing office@gossopsgreen.org.uk
- Visitors are required to sign in on arrival through the school's Inentry system via an iPad which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable and takes a photograph of them
- Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always possible to accommodate meetings with members of staff. Unless the visitor has a DBS, they will not be allowed into the school without the supervision of a member of school staff.
- Parents are discouraged from visiting the school during school hours unless for a school event, pre-arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in this policy below.

3. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school office reception window on arrival
- Provide their details to the school office staff, including:
 - Name of pupil the visit pertains to/staff member who arranged the visit

- Sign-in using the iPad at reception
- Wear the lanyard, displaying their photographic ID all times while on school property
- Sign-out using the visitor's iPad at reception
- Return lanyards and photo ID badges to the school office before departure

4. Safeguarding

- The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.
- A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.
- DBS checks will be undertaken in accordance with the DBS Policy.
- The DSL and Finance Manager will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.
- The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

5. Exceptions

- Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.
- Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg the sports field, school hall).

6. Unidentified individuals

- It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed lanyard with a visitor photographic ID name badge.
- Any such visitors will be directed to the school office where they can sign-in.
- If a visitor cannot be identified, the Principal or member of SLT will be informed immediately.
- If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

- Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to ban the individual in question from the school site.

8. Procedures

The following procedure below gives clear guidance for admitting and welcoming visitors to the school site. Adhering to the subsequent guidelines below ensures that Gossops Green Primary remains a safe school.

In all Instances below, photographic ID should be witnessed by Office Staff or staff member dealing with the visitor on their first visit. Photo ID may include; company ID badge or Driving License

Parents/carers (listed on Arbor) are not required to provide photographic ID (or have proof of a DBS – see KCSIE 2024 p.82)

A – People Working with Children

1) TCT Staff and School Governors

- TCT staff and school Governors should wear their lanyards with their TCT issued ID badges at all times
- They should sign in (and out) using the Inventory system

2) Professional Visitors (such as: staff from visiting schools, sports clubs, theatre companies)

- Anyone arriving from visiting schools, sports clubs, theatre companies etc. must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Office staff should ask if they have a current DBS
 - Yes – given a **green lanyard** with a visitor's photo pass placed inside
 - No – given a **red lanyard** with a visitor's photo pass placed inside
- The lanyard and photo ID must be worn at all times
- They should be given a visitor's leaflet – on each visit
- Then they should either be escorted to the area/member of staff or a member of staff should be called to come and meet them
- Visitors with **red lanyards** (no current DBS) must be escorted at all times when on site

3) Supply Teachers

- Anyone arriving to carry out supply work must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Photographic ID should be checked if the supply is arriving for the first time and the name checked against the name sent from the agency (the Finance Manager and Deput Principal have this information) with the confirmation paperwork sent from the agency
- A numbered supply pack should be assigned to the Supply (containing the **white lanyard** and access card, as well as the visitor's leaflet and other guidance).
- The visitor's photo pass should be placed inside the **white lanyard**
- The lanyard and photo ID must be worn at all times
- This pack should be returned to the office before departure when they sign out

4) External Agency Staff working *unsupervised* with Gossops Green Pupils (such as social workers/therapists/music teachers etc.)

- Anyone arriving to work in an unsupervised manner with pupil must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Photographic ID should be checked, if the adult is arriving for the first time (check name and employer)
- Office staff should ask if they have a current DBS
 - Yes – given a **green lanyard** with a visitor's photo pass placed inside
 - No – given a **red lanyard** with a visitor's photo pass placed inside – *this means they cannot see a child unsupervised – SLT to be called.*
- They should be given a visitor's leaflet – on each visit
- Then they should either be escorted to the area/member of staff or a member of staff should be called to come and meet them
- Visitors with **red lanyards** (no current DBS) must be escorted at all times when on site

Extra guidance for Social Workers/Police (or similar)

- Before they are allowed to meet with a child – they need to confirm:
 - the full name of the child
 - the child's date of birth
 - first line of the child's address
- If unsure, consult with a DSL.

5) Volunteers

- Anyone arriving to work as a volunteer must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen – they should be given a Visitor leaflet on their first visit
- The Finance Manager will have carried out the necessary checks and ensure they have a DBS
- They should be given a **green lanyard** with a visitor's photo pass placed inside
- They only need to be given a visitor's leaflet on their first visit
- *Volunteers are not permitted in the staffroom – unless they are accompanied at all times by a member of staff*

6) Trainee Teachers and University Students

- Trainee Teachers and University Students should only arrive in school with a scheduled appointment – and be expected by the school Office staff
- Upon their first arrival, photographic ID should be checked and names checked against those provided by the Deputy Principal
- Training providers are responsible for obtaining DBS checks
- Trainees must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- On their first day they should be given a **green lanyard** with a visitor's photo pass placed inside (Training providers are responsible for obtaining DBS checks)
- Following this, a school access card will be assigned and worn with an assigned name badge on a **white lanyard**
- They only need to be given a visitor's leaflet on their first visit

7) Work Experience

- Anyone arriving for work experience should only arrive in school with a scheduled appointment

- and be expected by the school office staff
- They must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Upon their first arrival, photographic ID should be checked and names checked against those provided in advance by the member of SLT who arranged placement
- They must sign in using the Inventory system on each occasion as a visitor and be given a **purple lanyard** with a visitor's photo pass placed inside
- They only need to be given a visitor's leaflet on their first visit
- Work experience students should be given a key to a locker opposite the Reflection Room – this must be returned with the lanyard upon leaving
- *Work Experience visitors are not permitted in the staffroom. They may take their breaks under the Yr5 staircase*

B) People Working with Things

8) Contractors

- Contractors onsite to complete work - must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Office staff should ask if they have a current DBS
 - Yes – given a **green lanyard** with a visitor's photo pass placed inside
 - No – given a **red lanyard** with a visitor's photo pass placed inside – *this means they must be accompanied/supervised by a member of staff in any areas with children*
- This must be worn at all times
- They should be given a visitor's leaflet (on each visit)
- A member of the Premises Team/SLT should be called to come and meet them – or if they have visited previously and have a green lanyard, they may be escorted to the location of their work
- Visitors with **red lanyards** (no current DBS) must be escorted at all times when on site

C) Escorted Visitors

9) Parents/Carers

a) Individual Meetings

- Parents/carers wishing to speak to someone other than the office staff should schedule an appointment – the staff member they wish to see may not be available otherwise
- When arriving for a scheduled appointment parents/carers must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Parents/carers must be given a **red lanyard** that has had their visitor's pass placed inside and they must be asked to wear this at all times
- Parents/Carers should be given a visitor's leaflet
- Parents/Carers must wait in the lobby area (behind the secure doors) until collected by the member of staff they are meeting with.
- If a parent/carer requires the use of a toilet, they must be escorted to and from the 'disabled toilet' by a member of staff (who should wait outside the door) and escorted back to the lobby area

b) Large school events

- Parents/Carers attending school events will not be required to sign in, but instead will either have their name checked off against a ticket list or counted in and out for whole

- school events.
- They will remain supervised at all times by staff


10) Staff Interviews

- Anyone arriving for an interview must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Office staff should ask if they have a current DBS
 - Yes – given a **green lanyard** with a visitor's photo pass placed inside
 - No – given a **red lanyard** with a visitor's photo pass placed inside
- They should be given a Visitors leaflet
- Then they should either be escorted to the designated area or a member of staff should be called to come and meet them
- Visitors with **red lanyards** (no current DBS) must be escorted at all times when on site


11) Relations to Staff (Partner/Children/Grandchildren/siblings)

- Anyone arriving to visit a member of staff because they are related - must sign in as a *Visitor* (and out) using the Inventory system (via the iPad) and read the safeguarding notice on the screen
- Office staff should ask if they have a current DBS
 - Yes – given a **green lanyard** with a visitor's photo pass placed inside
 - No – given a **red lanyard** with a visitor's photo pass placed inside
 - Children under the age of 16 should be given a **purple lanyard**
- The lanyard and photo ID must be worn at all times
- They should be given a visitor's leaflet – on their first visit
- Then their staff relation should come and meet them, or they should be escorted to their family member
- Visitors with **red lanyards** (no current DBS) must be escorted at all times when on site

Appendix 1 – Lanyard Insert




Gossops Green Visitor Information



'Delivering equity through education, nurture and ambition'

ID/Registering – please sign in and out on the inventory system via the iPad in the office and wear your ID photo sticker and visitor lanyard at all times

Safeguarding - If you have any safeguarding concerns please speak to the **Designated Safeguarding Lead, Mr Warwick (Deputy Principal)** or one of the Deputy DSLs or email: dsl@gossopsgreen.org.uk



Fire Alarm - indicated with a **continuous bell**. Proceed to the KS2 playground and inform staff that you are present.

Lockdown

- **Partial: six short, sharp rings of the bell** (stay in the room, close windows, doors and blinds)
- **Full: Repeated long and short bursts** (follow staff to a secure area)


First Aid - inform a member of staff who will alert a trained first aider

Mobile Phones - to be switched to silent and **not to be** used where pupils are present. No photos to be taken, without consent and supervision of staff


Vaping/Smoking – There is no vaping or smoking on the school site

Thank you for keeping Gossops Green Primary School Safe

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Appendix 2 - Key

Personal Lanyard – Staff

Red Lanyard – Visitors without DBS (not allowed to be unsupervised)

Green Lanyard – Visitors with DBS (allowed on site unsupervised)

Purple Lanyard – Work Experience (DBS not necessary)/Visiting Staff children (under 16)

White Lanyard – Supply Teachers/Student Teachers