



Devonshire Primary Academy Visitor Policy



Adopted by Governors/HT: HT
Implementation date: Nov 2021
Review period: 3 Years
Last review date: Feb 2024
Person responsible for policy: Business Lead

Statement of Intent

This policy is designed to outline Devonshire Primary Academy's policy regarding all visitors to our school site and grounds.

This policy will enable Devonshire Primary Academy to:

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

Authorisation

Individuals who would like to visit Devonshire Primary Academy, but are not in contact with a member of staff regarding this, should arrange their visit through the office, who can be contacted by emailing admin@devonshire.blackpool.sch.uk or calling 01253 478271.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s) and the name of the organisation they belong to where applicable.

Where possible, the office should be contacted about a proposed visitation at least two weeks in advance. The office will pass all details on to the relevant staff members for a final sign-off before getting back to the visitors to confirm the details of the visit.

Any staff arranging visitors to the school for educational purposes will collate all of the above required information and pass this on to the office for the Headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with staff members, only where these members of staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of staff at all times.

Parents are discouraged from visiting the school during school hours unless it is for one of the following reasons:

- School event;
- Emergency; and/or
- Collect/drop off a child for/from an emergency appointment.

When a parent arrives at Devonshire Primary Academy they must follow the visiting procedures outlined below.

Visiting Procedures

Devonshire Primary Academy 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'. Visitors who have not undergone a DBS check will not be left unsupervised with pupils. The school will adhere to the Prevent Duty at all times when managing the risk of potential harm to pupils from visitors.

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

- Immediately report to the main school entrance on arrival,
- Ring the buzzer and wait for attention
- Provide their details to the office staff, including:
 - Full name
 - Name of organisation, where applicable
 - Purpose of visit
 - Name of pupil/staff member the visit pertains to
 - Car registration details, where applicable
 - Expected length of visit
- *All visitors, other than parents of children attending the school, will be required to provide a form of photo ID to confirm their identity. Examples of accepted photo ID include a work ID badge, passport, driving license, bus pass/travel card, proof of age card.*
- Sign in and have their face-photo taken using the Invenry screen on the front desk;
- Visitors **without** DBS clearance will be given a red lanyard and must be escorted to the member of staff/pupil they have come to see, or wait in the office entrance area to be collected by a member of staff. Visitors without DBS clearance cannot be left alone with an individual or group of pupils and must be supervised by a member of staff at all times.
- Visitors **with** DBS clearance, who are registered as such on the school system, will be given a black lanyard with fob access. *Some visitors may have DBS clearance under an 'umbrella' letter issued by their company/organisation e.g. NHS school nursing team and staff employed by the Local Authority.*
- Visitors should ensure the lanyard (and their own ID badge, if applicable) is displayed at all times whilst they are on school property.
- When leaving, sign out using the Invenry screen on the front desk, making sure to return their lanyard to a member of the office staff.

Visitors, where applicable, will be provided with a visitor leaflet. The leaflet is for informative purposes and will provide details of relevant school policies/procedures, including those in relation to health and safety, fire and emergency and safeguarding/reporting a concern. *Supply agency workers will also be given a supply leaflet and contractors will be given a contractor leaflet.*

The use of mobile phones and photographic equipment is strictly prohibited within the school. Should visitors need to make a phone call, they should do so away from the school site/grounds.

Visitors will be advised via information in their lanyard that the school is a non-smoking/non-vaping area and smoking/vaping is not permitted anywhere within the school building/grounds. If visitors leave the site to smoke/vape, they must remove any uniform or lanyard/badge that identifies the school in any way.

Exceptions

Visits to the academy by contractors are governed by the Site Team.

Parents/carers/contacts etc. attending scheduled open days, sports events or other school activities will be exempt from the visiting procedures outlined above and instead must sign in and out at the office on paper. Anyone attending school events should keep to the areas of the school building/grounds where the events are taking place.

Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters the premises unaccompanied and/or without a clearly displayed name badge. Any such visitors must be directed to the office immediately.

If a visitor refuses to report to the office, or becomes aggressive/abusive in any way, staff should avoid confrontation by removing themselves from the situation and making a member of SLT aware immediately. Aggressive/abusive behaviour will not be tolerated from anybody and those acting in such a manner will be asked to leave the premises and the police may be called to assist.

Visitor Conduct

Devonshire Primary Academy adopts a zero-tolerance policy towards abuse and this is signposted in the entrance to school. Shouting, swearing, threats of violence and acts of violence will not be tolerated. The school reserves the right to escort individuals from the premises who act in an aggressive, threatening or intimidating manner towards staff members, pupils, governors, parents or other visitors. This includes shouting, swearing, threats of violence towards people or school property and acts of violence towards people or school property.

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 academy site, Devonshire Primary Academy has the right to immediately withdraw an individual's entitlement to enter the site.