



Potley Hill Primary School

Visitors Policy

Rationale:

Potley Hill Primary School seeks to provide an open and friendly learning environment which values and actively encourages visitors to Potley Hill Primary School. At the same time we recognise our duty of care to ensure a safe environment for students and staff of Potley Hill Primary School, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

- To provide a safe and secure environment for students, staff and resources of Potley Hill Primary School
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of Potley Hill Primary School

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of the students, staff and resources of Potley Hill Primary School remain our highest priorities
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day
- National safeguarding guidance is followed to ascertain which groups of visitors should be DBS checked. All regular visitors should have this carried out, including volunteers, members of the PTA and peripatetic music teachers, (specific details included in the Single Central Record). Student teachers from universities have their own checks carried out by these establishments. 'One-off' visitors who are not in regulated activity do not require a DBS check, however they will be supervised at all times (by a DBS checked adult) when on site.
- All visitors will be required to report to the School Office prior to undertaking any activity within the school, where they will be required to use the school's digital sign-in system. They will be allocated a visitor badge to be worn for the duration of their visit. If DBS checked, the person will be given a green lanyard, if not DBS checked they will be given a red lanyard on which to show their badge. Similarly, visitors will be required to report to the School Office at the end of their visit to "sign out". For events involving large numbers of visitors (e.g. class assemblies), a sign in sheet will be used as a quicker alternative.
- Visitors will be made aware of our 'fire evacuation procedures', any building works etc. that may impact upon their safety or comfort and health and safety information, including aspects of safeguarding, when they sign in at reception.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- Visitors within the school who have failed to follow the signing in process will be reminded to do so.
- Signing in procedures will comply with the requirements of GDPR.
- Parents/visitors attending open mornings, tours of the school or taking part in workshops will sign in and be accompanied at all times.

- Parents/visitors attending performances or celebrations of learning will not be expected to sign-in, however they will access isolated areas of the school building, e.g. the hall, which will be supervised by a member of staff at all times.
- All volunteers will have undertaken the induction process, in line with school expectations, including having signed to say they have done so, including the safeguarding declaration. They will also be subject to periodical training to support them in understanding key safety aspects as well as developing their role.
- During a lock down due to a critical incident, visitors will remain in the school building until it is deemed safe by the Headteacher.
- The school's acceptance of visitors will be in line with risk assessments carried out. For instance, it may be necessary to cease all visitors or at least limit them in response to local or national events.
- The school will seek to manage the open nature of the campus site through;
 - Signage to ensure visitors report to the School Office and are directed appropriately
 - Restricting access to the school site by locking all gates between 8.50am and 3.10pm.

Policy Agreed: June 2025
To be reviewed: June 2028