



## 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
- A risk assessment has been carried out to ascertain which groups of visitors should be DBS checked. All regular visitors should have this carried out. This includes parents who are morning readers and peripatetic music teachers. Student teachers from Universities have their own checks carried out by these establishments. 'One-off' visitors who are not in a regulated activity and are supervised do not require a DBS check e.g. visiting theatre groups, assembly visitors, workshops etc.
- All visitors will be required to report to the administration 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. Similarly, visitors will be required to report to the administration 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.
- Visitors attending open mornings will be asked to sign in and out and will be accompanied at all times.
- All regular visitors are expected to have read the school's pack on safeguarding and to have signed the 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 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 a further Coronavirus outbreak.
- The school will seek to manage the Open site through;
  - Signage to ensure visitors report to reception and are directed appropriately
  - Restricting access to the school site by locking all gates between 9am and 3pm.

**Policy Agreed: June 2022**  
**To be reviewed: June 2025**